

California Enterprise Zone Program

*2007/2008 Application Guidebook
For Enterprise Zone Designation*

Department of Housing and Community Development



State of California

Arnold Schwarzenegger, Governor

Dale E. Bonner, Secretary

Business Transportation and Housing

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State of California
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PREFACE

The California Department of Housing and Community Development (Department) has prepared the 2007/2008 Application Guidebook for Enterprise Zone Designation (Guidebook) to provide local communities the opportunity to be designated Enterprise Zones, and to meet the statutory requirement for 42 Enterprise Zones in California. During the first nine months of 2008, the designation periods for 8 of the current 42 Enterprise Zones will expire. Through this guidebook, the Department is identifying the steps local communities must take to apply for one of the enterprise zone designations that will become available in 2008.

How to Use This Guidebook

The Department designed this guidebook to enable eligible communities to prepare competitive applications in a more cost-efficient manner. To take full advantage of its features, applicants should read Chapters 1 to 6 to become familiar with the background and requirements of the application process, and use the Appendices to identify the specific elements that the application should include.

Keys to a Successful Application

Applicants can ensure that their application for designation is competitive and complete by following these steps:

- Verify that the application includes all of the items listed on the Application Checklist (Appendix A).
- Use the Table of Contents for the Application for Designation (Appendix B) to control the organization of the application.
- Follow the Boundary Guidelines (Appendix H) to establish the boundaries for the enterprise zone.
- Observe the “Limitations on Zone Size and Ratios” (Chapter 3, page 3-7) to ensure that the boundaries of the enterprise zone comply with the Department’s regulations and guidelines.
- Obtain the Department’s preliminary approval on the proposed zone’s boundaries (Chapter 3, page 3-9).
- For each section of the required Economic Development Plan, use the corresponding checklist to make certain that the application addresses each of the elements eligible for points (Appendix I).

In addition to these steps, the Department encourages all applicants to regularly consult the state’s program representatives during the application period (Chapter 6: Technical Assistance). The Department’s representatives can offer suggestions and guidance that may facilitate the preparation of the application and prevent unnecessary work.

Application Deadline

All applications for designation under this guidebook are due **November 16, 2007**. See the Milestones table in Chapter 5 of this guidebook for other critical dates and deadlines.

Legal Requirements and Notices

The California Code of Regulations, Title 25, Division 1, Chapter 7, Subchapter 21, Articles 1-13, and the Government Code, Sections 7070, et seq., govern the requirements for the preparation of this guidebook.

The Legislature currently is reviewing several bills that if signed into law could have an impact on the application process. As a result, the Department may amend, suspend, cancel, or reissue this application guidebook to conform to changes in the law.

This guidebook combines the Preliminary and Final Enterprise Zone Application Processes, and constitutes the Preliminary and Final Applications specified in Section 8439.3 of the California Code of Regulations.

CHAPTER 1: OVERVIEW OF THE ENTERPRISE ZONE PROGRAM

Program Background

The California Legislature created the Enterprise Zone Program to stimulate economic growth in the most economically distressed areas in the state. California currently has 42 Enterprise Zones (Enterprise Zones) located throughout the state. The Department is responsible for the designation process and program oversight.

The Enterprise Zone Program is a long-term (15-year) partnership between local governments and private companies to generate new private-sector investment and growth. The state provides performance-based tax credits and incentives to Enterprise Zone businesses to provide the following:

- Promote “Smart Growth” by revitalizing chronically deteriorated areas;
- Hire the most difficult-to-hire residents in private sector jobs; and
- Retain, expand and reward businesses that participate in these objectives.

An Enterprise Zone is a geographical area in which companies are eligible for exclusive state incentives and programs. State incentives that are available to companies within an Enterprise Zone include:

- Tax credits for sales and use taxes paid on qualified machinery purchases;
- Tax credits for hiring qualified employees;
- Interest deductions for lenders on loans to firms within the areas;
- Fifteen-year net operating loss carry-forward;
- Accelerated expense deductions; and
- Priority for various state programs, such as state contracts.

Local cities and counties applying for an Enterprise Zone must be strongly committed to an economic revitalization and development program.

Communities must submit their application for an Enterprise Zone designation to the Department by the stated due date. The Department awards designations on a competitive basis.

Local Agency's Primary Responsibilities

Local communities must fund and staff the administration of their Enterprise Zone. The state does not fund a community's Enterprise Zone Program. In addition, the Department requires the successful community to maintain a substantial and sustained level of targeted economic revitalization and development resources for the life of the zone to ensure the success and accountability of its Enterprise Zone Program. The Department will also require the successful communities to submit annual reports, which, among other items, should include a self-evaluation of its progress in addressing its stated goals.

The types of incentives that local jurisdictions provide may include but are not limited to:

- Assistance in providing or processing targeted employee training, recruitment, hiring, and tax credits;
- Expedited permit processing, fee waivers and reductions;
- Redevelopment agency-related incentives and financing;
- Business-improvement districts;
- Capital-improvement programs; and
- Business financing.

Department's Responsibilities

The Department is charged with auditing the Enterprise Zone at least once every five years from the date of designation. The purpose of the audit is three-fold: (1) to determine whether the community has complied with the terms of the application and Memorandum of Understanding (MOU); (2) to review the process for the collection of vouchers fees and reporting of this information to the state; and, (3) to provide information for regular reports and recommendations to the legislature. If the Department determines that the local jurisdiction is not complying with the terms of the application and MOU, it may revoke the Enterprise Zone designation.

CHAPTER 2: THE APPLICATION AND DESIGNATION PROCESS

The application for enterprise zone designation consists of four stages. The following sections describe each stage.

Stage 1: The Application Period

To be considered for an enterprise zone, a community must submit an Application for Designation during the application period. For the 2007 Designation Round, the application period will run from June 18, 2007, through November 16, 2007. To compete for the designations available during this round, communities must submit their application to the Department prior to or by the close of business on November 16, 2007.

Stage 2: The Assessment of Eligibility and Qualifications

After the application deadline, the Department shall screen all applications to ensure that they are eligible to compete for an enterprise zone designation. After the Department confirms the applicant's eligibility, it will review and score the submitted materials. (See "Chapter 5: Milestones" for specific dates.) The Department has **60 days** to review and score the applications.

Before they score the applications, program staff will conduct both a technical and substantive review, which consists of the following steps:

- **Technical Review.** The Technical Review is a two-phase process. First, program staff members review the application to ensure that the applicant is eligible. Subsequently, staff members review the application to verify that it contains all of the required documentation and information. After they complete the Technical Review, staff will send the applicant a Technical Review Letter stating that the Department has received the application and assessed whether or not it is complete. If incomplete, the Technical Review Letter will state the deficiency. The Department will allow the applicant up to 14 days to provide the missing information.
- **Substantive Review.** After completing the Technical Review, staff will conduct the Substantive Review. The objective of this review is to determine if there are any issues or questions in the application that require clarification prior to scoring. If the staff members identify this need, the Department will send a Substantive Review Letter requesting clarification. If there are issues that need resolution, the letter will specify what they are. The Department will permit the applicant up to 14 days to provide the requested clarification. The information the applicant provides should directly address the request. If the applicant provides new information, the Department will not consider this information in the applicant's score.

Scoring Thresholds

The Department will award the designations based on the total points each applicant earns for its Economic Development Plan. There are a maximum of 1,250 points available for the plan. The applicant must score a minimum of 750 to be eligible. The total points available per section of the Economic Development Plan are as follows:

1. Marketing Strategy and Plan (250 points).
2. Available Property and Businesses (200 points).
3. Financing Programs (100 points).
4. Job Development, Vouchering Plan and Vouchering Fee Remittance Plan (175 points).
5. Planning and Local Incentives (125 points).
6. Unemployment and Area Income Levels (100 points).
7. Enterprise Zone Program Management Information (150 points).
8. Infrastructure and Capital Improvement Plan (150 points).

In addition, the Department will disqualify any applicant scoring less than 60 percent for any of the following sections in the Economic Development Plan:

- Marketing Strategy and Plan (must score a minimum of 150 out of 250 points available).
- Available Property and Businesses (must score a minimum of 120 out of 200 points available).
- Job Development, Vouchering Plan and Vouchering Fee Remittance Plan (must score a minimum of 105 out of 175 points available).

The Department will award the designations based on the total points each applicant earns. The Department will disqualify from further consideration any applicant that receives a score of less than 60 percent (or 750 points) of the 1,250 points available.

The Department will add points in the Bonus Point Section only after the applicant has exceeded the 60-percent threshold.

The Department intends to conditionally designate the eight highest scoring applicants. If there is a tie for the 8th conditional designation, the applicant with

the higher score in the Local Incentives Section will receive the Conditional Designation.

Stage 3: Conditional and Final Designation

The Department shall provide written notice of the conditional designation to the eight successful applicants. This notice will specify the conditions that the applicants must satisfy in order to obtain final designation. The conditions shall consist of, but not be limited to, providing the Department with all items included in the applicant's Economic Development Plan that have not been completed as of the date of the conditional designation and the completion of the Environmental Impact Report as required by Enterprise Zone Program regulations. The applicants must satisfy the conditions within 45 days of the date the Department mails the conditional designation notice unless it grants an extension.

Memorandum of Understanding (MOU)

The Department will grant final designation through an MOU after the applicant completes the tasks identified in its conditional designation notice.

The MOU is the contract document between the Department and the jurisdictions comprising the Enterprise Zone. As such, it will embody the goals identified and commitments made in the application, establish mutually agreed-upon performance benchmarks, define self-evaluation processes, and list the reporting requirements and all other requirements pursuant to Program Regulations. The applicant's compliance with the MOU and the program regulations shall be the basis for its performance in the Department's audits, which will determine its continuation as an Enterprise Zone. The MOU will specify the effective date of designation, the expiration date of the Enterprise Zone, and other requirements, such as updates to census data.

Stage 4: Post Designation

The Department will evaluate each enterprise zone's performance based on its commitments made in the application and MOU, as well as on its compliance with program regulations. State law mandates the Department audit each Enterprise Zone at least once every five years. However, it is the Department's plan to audit each new zone annually to determine if it has met its commitments. If an enterprise zone successfully passes two consecutive annual audits with a superior score, the Department will adjust the audit schedule to a bi-annual review.

The new Enterprise Zones will be working in concert with the Department to ensure that the requirements stated in the application and MOU are being accomplished. The Department plans to require each Enterprise Zone to report on various activity levels throughout the year. The Department anticipates that this type of reporting requirement will result in higher accountability on the part of the enterprise zones, and ensure that they maintain their focus on the program's

goals. To assist the enterprise zones with these goals, the Department will develop continuing education and peer review programs for zone managers and their staff to provide them with the necessary guidance and training they will require to fully implement a successful program.

CHAPTER 3: APPLICATION CONTENT

Overview

The application for Enterprise Zone designation should include the following five parts:

- An Eligibility Affirmation;
- Boundary Conformity;
- An Economic Development Plan
- A Request for Bonus Points; and
- Evidence of Compliance with the California Environmental Quality Act (CEQA).

The Department will use the application's Eligibility Affirmation to confirm that the community is eligible for an enterprise zone. Following this assessment, the Department will score the contents of the Economic Development Plan and the Request for Bonus Points to determine the application's overall point total. Finally, the applicant will need to demonstrate that the community has met the CEQA requirements as they may apply to the proposed enterprise zone. The following is a summary of these application sections. A detailed description of each section can be found on the following pages.

Part I: Eligibility Affirmation. The application should demonstrate that the community contains an "eligible area." Eligibility for this status is based on per capita income, unemployment levels, poverty levels, household income, and on whether the President of the United States declared the jurisdiction a disaster area in the previous seven years.

Part II: Boundary Conformity. The application should identify the proposed boundary configurations for its enterprise zone. The boundaries should include an eligible area in combination with an industrial and/or commercial area.

Part III: Economic Development Plan. The community will need to provide an Economic Development Plan. This plan will consist of the following eight sections:

- A Marketing Strategy and Plan
- Available Property and Businesses
- Financing Programs

- Job Development, Vouchering Plan, and Vouchering Fee Remittance Plan
- Planning and Local Incentives
- Unemployment and Area Income Levels
- Enterprise Zone Program Management Information
- Infrastructure and Capital Improvement Plan

Part IV: Request for Bonus Points. The Department may award bonus points based on several distress factors. These factors are based on the number of persons living below the poverty level, the percentage of unemployed workers, and on whether the applicant area has unique distress factors.

Part V: CEQA Requirements. Each application must contain two copies of an Initial Study and a Notice of Preparation as required under the CEQA. The initial study is a preliminary analysis to determine whether an Environmental Impact Report (EIR) must be prepared. A Notice of Preparation is a brief notice sent to notify responsible agencies, the trustee agencies, and involved federal agencies of the planned EIR. The applicant agency typically prepares both documents.

PART I: ELIGIBILITY AFFIRMATION

To apply for an enterprise zone, a community must first establish its eligibility under the regulations. A community can establish its eligibility either by (1) meeting specified criteria, or (2) petitioning the Department. The following sections describe these two options and the specific criteria that must be met.

Option 1: Eligibility Criteria

Under Option 1, a community can establish its eligibility by demonstrating that it contains an “eligible area” within its jurisdiction. An eligible area shall consist of census tracts, block groups, or enumeration districts with continuous boundaries with a population of at least 2,500 people. In addition, each census tract, block group, or enumeration district within the eligible area must meet at least three or more of the following distress criteria:

1. The net increase in per capita income between 1990 and 2004 was 80 percent or less of the statewide average;
2. The average rate of unemployment for both 2003 and 2004 was 7.4 percent or more;
3. The percentage of persons below the poverty level in 2000 was 15.2 percent or more;
4. At least 70 percent of households had incomes below 80 percent of median county family income in 2000; and
5. The area is within a jurisdiction declared a disaster area by the President of the United States within the last seven years.

To demonstrate eligibility under Option 1, the application should include a table with the following format and corresponding information for each census tract, block group, or enumeration district in the eligible area:

Eligibility Table Headings

Census Tract Number	Net Increase in Per Capita Income	Average Rate of Unemployment	Percentage of Persons Below Poverty Level	Percentage of Households Below Median County Family Income	Declared Disaster Area (Date)	Meets at least 3 of 5 Distress Criteria?

To assist the Department, the table should highlight or otherwise identify which of the distress criteria each census tract meets.

Option 2: Eligibility Petitions

If a community does not satisfy the eligibility criteria, it may qualify based on the existence of a distressed area within its jurisdiction. To qualify under this option, the community must submit a written petition to the Department on or before July 20, 2007, with the following information:

- A description of the exact location and specific boundaries of the petition area, together with the population data for the petition area; and,
- Necessary data and information that address the distress criteria set forth below.

The Department shall issue an eligibility determination letter to petitioners by August 17, 2007. The letter shall notify the petitioner of departmental approval or denial. If the Department denies the petition, the letter shall list the reasons for the denial. The Department's decision to deny a petition shall be final.

The distress factors that qualify a geographic area for a petition include one of the following events or circumstances:

1. **A Plant Closure.** A plant closure or closures causing the unemployment of at least 100 full-time employees within twenty-four (24) months prior to the application due date. All submittals shall include:

- Name and address of closed plant;
- Number of unemployed employees; and
- Date of plant closure.

Or

2. **Substantial Economic Distress.** The population or geographic area meets the following criteria:

- a) At least 51 percent of the population or the geographic area shall meet three of the five distress criteria listed in this application under Eligibility Criteria; and
- b) The remaining 49 percent shall meet one distress criterion from this application listed under Eligibility Criteria and shall meet two economic distress criteria from the following list:
 - Percentage of population receiving Aid for Families of Dependant Children is 120 percent or more of state average and county average;

- Percentage of population receiving county general relief is 120 percent or more of state average and county average;
- 2003-04 one-year high school dropout rate is 120 percent or more of the state average and county average;
- Poverty Rate is 120 percent or more of state average and county average 2000 Census data; or
- Unemployment Rate is 120 percent or more of state average and county average.

Or

3. **Gang-Related Activity.** A history of gang-related violence within the petition area. All submittals shall attach documents demonstrating the petition area has been identified by the State of California as a gang activity area.

PART II: BOUNDARY CONFORMITY

To qualify for an enterprise zone, the applicant must establish boundaries that encompass an eligible area in combination with an industrial and/or commercial area. The following sections define these areas and describe the boundary requirements. Appendix H of this guidebook also provides guidelines on acceptable boundary configurations.

Application Area

The combination of an eligible area with a commercial and/or industrial area is referred to as the “application area.”

Eligible Area

As noted in Part I: Eligibility Affirmation, an “eligible area” consists of census tracts, block groups, or enumeration districts with continuous boundaries and a population of at least 2,500 people. It is defined as an eligible area because it meets at least three of five distress criteria.

Commercial Area

A commercial area represents a geographic area in which at least 51 percent of the land area is zoned commercial by the city, county, or city and county. For a commercial area to be included as part of the application area, the commercial area must be contiguous to, or contained within, the eligible area and it must have continuous boundaries with the eligible area. “Continuous boundaries” means coherent, related areas are brought together by boundaries following logical man-made borders.

Industrial Area

An industrial area means a geographic area in which at least 51 percent of the land area is zoned industrial by the local jurisdictions. For an industrial area to be included in an application area, the industrial area must be contiguous or adjacent to the eligible area. For the purposes of the California Enterprise Zone Program, “adjacent” means that the eligible area residents can reasonably be expected to travel to the industrial area in search of employment based upon historical employment practices, and that the applicant jurisdiction’s infrastructure services are supplying the adjacent industrial area.

In summary, an application area contains an eligible area and includes a commercial area within or contiguous to the eligible area, and/or an industrial area contained within or adjacent to the eligible area.

Noncontiguous Areas Permitted

Under specific circumstances, an applicant may propose an enterprise zone with noncontiguous boundaries. As defined above, an application area consists of an eligible area with a commercial area and/or an industrial area. Prior to recent legislation, the commercial and industrial areas had to be either within or contiguous to the eligible area, or the industrial area had to be adjacent to the eligible area. However, with the passage of Assembly Bill 1550, applicants may include both commercial and industrial areas that do not have continuous boundaries with either the eligible or other commercial or industrial areas. (Throughout this Guidebook, any discussion of a “noncontiguous area” refers to a commercial or industrial area that is not contiguous to other commercial, industrial, or eligible areas.)

To include a noncontiguous area as part of its proposed enterprise zone, the applicant must demonstrate or satisfy both of the following conditions:

1. *The noncontiguous area is needed to implement the applicant’s economic development strategy.* To satisfy this condition, the applicant must show how the noncontiguous area would help the enterprise zone meet the goals identified in its economic development strategy. For this analysis, the application should list the goals and specify the role the noncontiguous area would have in meeting these goals.
2. *The excluded area between the proposed zone boundaries would not, based on the proposed economic strategy, also benefit from the zone designation.* To demonstrate this condition, the application should list each goal from the economic development strategy, and clearly explain why implementation of the goal would not benefit the excluded area.

Applicants must provide the above analyses for each noncontiguous area proposed. As part of these analyses, the applicant should ensure that the goals specified are represented in its economic development strategy.

Limitations on Zone Size and Ratios

To ensure that the configurations of the proposed enterprise zones remain consistent with state laws and regulations, the Department intends to enforce all applicable restrictions and limitations on size and boundaries. The following sections describe these limitations.

Ratio Applicable to the Zone

The regulations for Enterprise Zone designation require that applicants establish an application area that consists of an eligible area and at least one area that is zoned at least 51 percent commercial or industrial. Until the most recent designation round, the state applied this requirement to the zone as a whole. That is, the state required at least 51 percent of the zone to be either commercial and/or industrial.

In the last designation round, the Department recognized that some applicants would have difficulty achieving the 51-percent ratio on a zone-wide basis and, therefore, relaxed this requirement. For Designation Round 2007/2008, the Department will again consider areas that are zoned less than 51 percent commercial or industrial. However, to qualify for this exception to the 51-percent rule, the application must show that all of the following conditions exist:

1. The economic development and marketing plan as contained in the application addresses the needs of the entire application area.
2. The employment, economic, and physical infrastructure commitments proposed serve the entire application area to be included in the proposed Enterprise Zone.
3. The non-commercial or non-industrial areas included in the zone are required to either meet the eligibility criteria or to implement the applicant's economic development strategy.

To demonstrate these conditions, the applicant should provide a separate analysis for each condition with supporting documentation, if applicable. If the Department determines that all of the conditions do not exist, it may request that the applicant modify the proposed boundaries to accommodate the 51-percent ratio.

Restrictions on Noncontiguous Areas

Although state law now permits applicants to include noncontiguous areas within their proposed enterprise zones, it specifies that the applicants must first satisfy two conditions. See "Noncontiguous Areas Permitted" above for the applicable requirements. The applicants must demonstrate that their noncontiguous areas fully meet these conditions. Otherwise, the Department will delete these areas from the proposed enterprise zone.

Another restriction on noncontiguous areas includes the requirement that they adhere to the 51-percent ratio for commercial and industrial areas. As noted above, the Department generally requires that an application area be zoned at least 51 percent commercial or industrial. To ensure that applicants regulate the number and size of their proposed noncontiguous areas, the Department will enforce the 51-percent ratio on a jurisdictional basis. Specifically, each jurisdiction that includes a noncontiguous area

must limit its individual commercial and industrial areas to 51 percent of the total application area. If an application includes more than one jurisdiction, only the jurisdictions with the noncontiguous areas must individually satisfy this requirement. However, all of the jurisdictions in the proposed enterprise zone must collectively satisfy the requirement or meet the conditions outlined under “Ratio Applicable to the Zone.”

Application Requirements

As part of the application, the community should identify the proposed boundaries for its enterprise zone. The community shall present the proposed boundaries through zoning and street maps, and a legal boundary description. Chapter 4: Application Instructions outlines these requirements.

The Department shall not designate an Enterprise Zone that draws its boundaries in a manner that includes larger stable businesses or heavily residential areas to the detriment of areas in the jurisdiction that are economically depressed.

The applicant shall inform the Department of the total number of acres in the application area, and the basis on which it made its determination. The applicant should present this information in table format. See Appendix G, Table 7.

Preliminary Approval of Zone Area Available

The Department understands that for many communities the boundaries of their proposed zone significantly influence the contents of their application. Recently, the Department substantially modified the boundaries submitted by applicants in the 2006 Designation Round after it awarded these communities enterprise zones. To minimize these types of modifications and to ensure that the applicant communities can better anticipate the boundaries of their zone, the Department will review and, if appropriate, approve an applicant’s proposed boundary configurations prior to the application deadline. With this pre-approval, applicants can more effectively prepare their application and make certain that its contents, such as the legal boundary description and the documentary requirements for the California Environmental Quality Act, fully encompass the entire zone.

To obtain the Department’s preliminary approval on an application’s proposed zone boundary configurations, applicants must submit their requests to the Department between July 2, 2007, and September 28, 2007. The applicants should submit a cover letter formally requesting a preliminary review of the proposed boundaries and copies of all of the

required maps specified in “Chapter 4: Application Instructions” and also in “Appendix J: Required Maps” to the following address:

Frank Luera, Chief
State Enterprise & Economic Development Section
Department of Housing & Community Development
1800 Third Street, Suite 390
Sacramento, CA 95814

The Department will review the maps and, if they are consistent with the boundary guidelines described in this section, issue a qualified, preliminary approval on the proposed boundaries. If the Department preliminarily approves the boundaries, it will require the applicant to resubmit the maps with the complete application by the stated deadline. If the applicant subsequently modifies the preliminarily-approved boundaries prior to the application deadline, the Department will withdraw its previous approval and re-evaluate the boundaries of the entire zone.

PART III: ECONOMIC DEVELOPMENT PLAN

Each applicant must submit an Economic Development Plan consisting of eight sections. The Department requires that the applicant state specific goals for each section, and provide a description of the process the applicant will use to evaluate its success in addressing each goal. Once designated, each Enterprise Zone will be required to report monthly on these activities and its overall performance.

The following pages describe the specific information each applicant should provide for the respective sections of the Economic Development Plan.

[GUIDEBOOK NOTE: The organization of the following eight sections corresponds to the Checklists in Appendix I. The Department will award points for each category identified on these checklists. Therefore, applicants should use the Checklists to ensure that they provide all of the information that the Department will evaluate and score.]

I. Marketing Strategy and Plan (250 Points)

This section shall summarize the overall marketing strategy and provide the detailed marketing plan for the proposed enterprise zone. The plan shall address how the enterprise zone will increase per capita income, reduce unemployment, and reduce the number of persons with income below the poverty level.

To receive credit for the Marketing Strategy and Plan Section, the application shall include the following:

A. The Comprehensive Marketing Strategy

For the Comprehensive Marketing Strategy, the application shall provide the following information:

1. An explanation of the specific marketing goals, and the course(s) of action to be taken to attain these goals.
2. Explain the relationship between the marketing goal(s) and their intended course(s) of action to each of the following:
 - a. The goals and objectives for area revitalization
 - b. Priority business clusters
 - c. Business retention
 - d. Business expansion

- e. Business attraction
 - f. Targeted individuals
3. The relationship between the marketing strategy and the three distress factors that qualify the applicant for the eligibility criteria. Describe how the strategy will alleviate the distress factors within the first five years. Provide the description for only three of the following:
 - a. Distress criterion #1
 - b. Distress criterion #2
 - c. Distress criterion #3
 - d. Distress criterion #4
 - e. Distress criterion #5
 4. Specific, quantifiable goals to be accomplished in the first five years of the proposed Enterprise Zone.

B. Retention, Expansion, and Attraction Plans

1. A detailed description of the plans to keep existing businesses from leaving the application area;
2. The local assistance available to help them expand.
3. A detailed description of the plans to attract new businesses into the proposed enterprise zone, including the names of the industries targeted for attraction.
4. For each company retained, expanded, or attracted, list the following:
 - a. Name of the business
 - b. Effective date of the action
 - c. Job impacts
 - d. Local resources used

C. Companies Closed, Relocated or Downsized

1. In Table 6, list key area companies in the application area that have closed, relocated, or significantly downsized since January 1, 2002. For each company, identify the following:
 - a. Name of the business
 - b. Outcome (i.e., closed, relocated, or downsized)
 - c. Distress factors (i.e., factors that contributed to the outcome)

- d. Target market
- e. Impact of the action (i.e., number of jobs lost).

D. The Proposed Annual Marketing Plan

The application should summarize the Annual Marketing Plan in Tables 1-3. In addition, applicants may attach any other information that further explains the strategy.

The Department expects enterprise zones to implement a marketing strategy in Year 1 and to maintain a sustained level of effort through Years 2-5. An Enterprise Zone may not reduce the level of resources for marketing during the designation period without the prior written approval of the Department.

The tables summarizing the Annual Marketing Plan should provide the annual plan for the following:

1. Business *retention* in commercial and industrial areas. The table for business retention should identify the following elements for each activity (Table 1):
 - a. Objective
 - b. Strategy
 - c. Proposed Action
 - d. Target market
 - e. Number of businesses to be retained
 - f. Number of jobs to be retained and/or created
2. Business *expansion* in commercial and industrial areas. The table should identify the following elements for each activity (Table 2):
 - a. Objective
 - b. Strategy
 - c. Proposed Action
 - d. Target market
 - e. Number of businesses to be retained
 - f. Number of jobs to be retained and/or created
3. Business *attraction* in commercial and industrial areas. The table should identify the following elements for each activity (Table 3):
 - a. Objective

- b. Strategy
- c. Proposed Action
- d. Target market
- e. Number of businesses to be retained
- f. Number of jobs to be retained and/or created

E. Economic Development Partners

1. A detailed description of the role of the local economic development corporation or similar organization.
2. Describe 10 instances in which the local economic development corporation successfully helped to attract or retain businesses (Table 5).

F. Sales Plan and Successes

1. Provide a detailed description of the sales plan for on-site visits to existing and/or new businesses.
2. Describe specific examples of successful efforts by the corporations or organizations identified above to attract and/or retain businesses.

G. Existing Business and Real Estate Marketing Organizations

1. In Table 4, list five local and regional public, private and real estate organizations currently marketing property and development opportunities in the Enterprise Zone area.

H. Advertising and Promotional Strategy

1. Provide a detailed analysis of the advertising and promotional strategy as it applies to the Enterprise Zone marketing plan.
2. Provide an analysis of the media strategy to be used to promote the enterprise zone.
3. Provide samples of the existing advertising and promotional materials.

I. Administration

1. Describe the staff committed to the marketing plan by the zone's jurisdictions.
2. Describe the organization committed to the marketing plan by the zone's jurisdictions.

3. Describe the budgets committed to the marketing plan by the zone's jurisdictions.
4. Describe the process the enterprise zone will use to evaluate its performance of the Marketing Strategy and Plan.

II. Available Property and Businesses (200 Points)

- A. The proposed zone should contain primarily commercial- and industrial-zoned lands. Although the zone may include agricultural and residential areas, these areas should be used to link the commercial and industrial lands. The section on Available Property and Businesses shall include Table 7 with the following information:
1. Total square footage of vacant buildings on land zoned industrial that meet all local- and state-building fire and seismic codes, as well as other codes necessary to operate the facility;
 2. Total square footage of vacant buildings on land zoned commercial that meet all local- and state-building fire and seismic codes, as well as other codes necessary to operate the facility;
 3. Total number of acres of land in the proposed application area;
 4. Total number of acres of vacant, improved-land zoned industrial;
 5. Total number of acres of vacant, improved-land zoned commercial;
 6. Total number of acres of vacant unimproved-land zoned industrial;
 7. Total number of acres of vacant, unimproved-land zoned commercial;
 8. Total number of commercial businesses in the area;
 9. Total number of industrial businesses in the area;
 10. The 2005 vacancy rate of commercial space (percentage); and
 11. The 2005 vacancy rate of industrial space (percentage).

"Improved land" used in this subsection means that all infrastructure necessary to operate from the site is available.

“Infrastructure” refers to the physical systems and services, which support development and people, including streets, highways, transit services, airports, and water and sewer systems.

III. Financing Programs (100 Points)

This section of the Economic Development Plan must explain the financial incentives available currently in the application area and the financial incentives proposed in the Financing Plan. The Department will award points based on the relative strengths of the proposed financing plan and the track records of the proposed financing programs and participants. In this section, the application should also describe the process the enterprise zone will use to evaluate the Zone’s success in meeting the Financing plan.

The section on Financing Programs should include the following information:

A. The Business and Real Estate Financing Plan

1. A list of up to five agencies, organizations, and firms that will provide financial assistance to businesses and property owners in the proposed Enterprise Zone. (Table 8)
2. For each entity above, an explanation of the types of financial services or loan programs available. (Table 8)
3. For each entity above, a detailed record of the companies that received financial assistance since 2004. (Table 8)

B. The Financing Track Record

1. In Table 9, the application should list and identify the following:
 - a. The identity of the financial institutions (up to five) that have expressed an interest in making business loans to businesses located in the proposed Enterprise Zone.
 - b. The current loan packages offered.
 - c. For each entity, the application should provide documentation on the number of loans packaged during 2006.
 - d. The number of companies financed during 2006.
2. A detailed explanation of the loans available through programs offered by the applicant, together with data sharing the results of these loan programs since 2004.

3. A list of the financial institutions that are presently making loans guaranteed by the Small Business Administration. (Table 10)
4. A description on how the enterprise zone will evaluate its implementation of the Financing Plan.

IV. Job Development, Vouchering Plan and Vouchering Fee Remittance Plan (175 Points)

The enterprise zone's job development and vouchering activities both require a plan. The Job Development Plan should detail the enterprise zone's targeted employee screening, training, and job-linkage services. The Vouchering Plan shall detail the enterprise zone's organization, staff, and resources. It should further identify the process for determining the validity of the claims, storing documents, and tracking categories of eligibility. The application shall also describe the process of how the enterprise zone will evaluate its performance of the Job Development, Vouchering, and Vouchering Fee Remittance activities.

The section shall include the following information:

A. The Job Development Plan

1. The Job Development Plan shall include:
 - a. Strategies for maximizing the participation of agencies and organizations that provide job development services for the unemployed and underemployed, and that have had prior success in job development efforts; and
 - b. The use of existing state and federal job training and employment funds. Specifically, how will the enterprise zones use Workforce Investment Board funds to target, educate, and train the unemployed in the applicant community.
 - c. The applicant community's plan to ensure that job development professionals are working with existing employers to partner with the local schools to develop and maintain a trained workforce that will meet their labor requirements.
 - d. The community's approach to integrating local services, including human service programs, into the enterprise zone program;
 - e. A description of how the applicant community is collaborating with all local governmental agencies focused on job development;

- f. A clear commitment of sufficient local resources for coordination of the job development effort;
- g. A list containing the names and addresses of all administrative agencies and/or contractors who will provide intake and/or job development services in the application area under the Workforce Investment Act and CalWORKS (Table 11);
- h. A detailed explanation of the specific contributions that each agency and/or contractor shall make for the implementation of the Economic Development Plan (Table 11);
- i. A detailed explanation of how the enterprise zone will place recipients of Workforce Investment Act and CalWORKS services in jobs. The applicant shall include a detailed explanation of the coordination of marketing efforts with job development agencies and/or contractors;
- j. Data that shows the track record of job placements by each participating agency and/or contractor for the enterprise zone for the last two years (Table 12);
- k. A detailed organization chart showing all staff persons providing job development management and services for each agency and/or contractor identified in the Economic Development Plan as well as all job development coordination staff; and
- l. Copies of any agreement or MOU between the applicant and the appropriate agency.

B. The Vouchering Plan

Vouchering will require a significant portion of the Enterprise Zone's staff resources. The Vouchering plan must show that the enterprise zone has the technical competence and sufficient dedicated resources to administer this important function.

1. The Vouchering Plan shall include the following information:
 - a. The method for independently verifying, substantiating, recording and filing documentation submitted with each application;
 - b. The number of eligible persons and jobs the enterprise zone estimates it will annually voucher and create;
 - c. The identity of the Enterprise Zone Vouchering agent responsible for screening and verifying vouchers;

- d. A description of the systems for monitoring, reporting, and safeguarding the vouchering process, and annually reporting to the Department;
- e. A description of the roles and responsibilities for the vouchering outreach program to businesses; and
- f. The budget and staffing for vouchering activities.

C. The Plan for Voucher Fee Remittances

1. As part of the application, each applicant must demonstrate that it will comply with all voucher fee regulations. These regulations state that the Enterprise Zones shall remit to the Department a fee of \$10 for each voucher application that the Enterprise Zone accepts. The regulations further require the Enterprise Zones to remit to the Department by the 25th day on the state's Monthly Form all fees collected during the preceding month.

To demonstrate that it will adhere to the voucher fee regulations, each applicant shall submit as part of the application a Voucher Fee Remittance Plan. In this plan, the applicant shall state that it will develop, document, and implement procedures that ensure the Enterprise Zone staff perform the following steps:

- a. Record on each voucher application or on a separate log the date that the Enterprise Zone received the voucher application;
 - b. Assign to each voucher application a unique identifying number or code that incorporates the year of receipt (e.g., 20006001);
 - c. Maintain a log of all voucher applications received with information on the date of receipt, fees paid, applicant name, company name, and status (i.e., approved, denied, or pending);
 - d. Determine at the beginning of each month the number of voucher applications received the previous month by reconciling voucher applications to fees received; and
 - e. Process and submit to the Department by the 25th day of each month all fees due for the voucher applications received in the previous month.
2. The Voucher Fee Remittance Plan shall also include a timeline for implementing the procedures and identify all of the staff positions that will process the voucher applications and the Monthly Remittance Form.

V. Planning and Local Incentives (125 Points)

The Economic Development Plan shall include a detailed description of the local incentives provided by the applicant and a detailed explanation of how the proposed incentives will stimulate business investment in the application area.

For the purposes of this section, the incentives may include regulatory, tax, program, and other incentives that will attract private sector investment. Regulatory incentives include, but are not limited to, (1) the suspension or relaxation of locally originated or modified building codes, zoning laws, general development plans, or rent controls, (2) the elimination or reduction of fees for applications, permits, or rent controls, and (3) the establishment of a streamlined permit process.

Tax incentives may include the elimination or reduction of construction taxes or business license taxes.

Finally, program and other incentives may include (1) the provision or expansion of infrastructure, (2) the targeting of federal block grant moneys, (3) the targeting of economic development grants and loan moneys, (4) the targeting of state and federal job disadvantaged and vocational education grant moneys, (5) the targeting of federal or state transportation grant moneys, (6) the targeting of federal or state low-income housing and rental assistance moneys, and (7) the use of tax allocation bonds, special assessment bonds, bonds under the Mello-Roos Community Facilities Act of 1982, industrial development bonds, revenue bonds, private activity bonds, housing bonds, and other similar bonds.

A. The Plan for Planning and Local Incentives

1. The plan to reduce fees for application area businesses, including development fees, license fees, and permit fees;
2. An explanation of methods to be employed to reduce the administrative processing time required for plan reviews and permit applications for enterprise zone businesses;
3. An explanation of the land use plan, together with maps of the application area that forecast local zoning plans for the next five to ten years to ensure that the general plan and projected zoning plans are consistent with the Economic Development Plan;
4. A description of the current activities and planned activities underway to transform neighborhoods, including the following: targeting of workforce training funds, coordination with school districts to improve educational performance in the enterprise zone, and coordination of services to assist residents of the enterprise zone to become more self-sufficient; and

5. Any other applicant plans for local incentives for the application area, including but not limited to the provision or expansion of infrastructure, targeting of federal block grant monies, targeting of federal or state low-income housing or assistance monies, and the use of bonds.
- B. Evaluate and describe the effectiveness of each local incentive offered to zone businesses.

VI. Unemployment and Area Income Levels (100 Points)

This section of the Economic Development Plan requires the per-capita income and percentage of unemployment for each census tract/block group in the proposed eligible area.

- A. Use Table 13 to list the following information on unemployment and area income levels:
1. Provide the per capita income for each census tract/block group in the proposed eligible area.
 2. Provide the percentage of unemployment for each census tract/block group in the proposed eligible area.

VII. Enterprise Zone Program Management Information (150 Points)

This section shall include:

A. The Budget

The governing body of each zone shall ensure that its zone management is budgeted and staffed at a level that will permit compliance with the voucher program requirements of the state. The enterprise zone's governing body shall not reduce the budget or staff allocation of its zone management from the levels indicated in its application. The budget and staff allocation will be included in the MOU.

1. Each applicant must describe the annual line-item budget and the source of funding that the applicant will commit for the administration of the proposed enterprise zone.
2. The annual budgets (dollars) for each agency or organization, other than the applicant, which has been identified above as providing marketing, job development, and other aspects of implementation of the Economic Development Plan.
3. Each participating partner shall also submit a resolution or other document that officially (1) commits its funding, in-kind resources

and staffing to the zone for Year 1, and (2) acknowledges that its commitment is an annual commitment for the life of the zone.

B. The Vouchering Agent

1. Identify the Agent and Staff. This part of the section shall identify the enterprise zone's vouchersing agent (i.e., enterprise zone and/or non-enterprise zone agencies and staff with responsibility for voucher verification, documentation, recordkeeping, and approval). Provide a copy of any resolution and/or agreement pertaining to **non-Enterprise Zone** agencies that will be vouchersing.
2. Agency Agreement. The agreement shall be written to ensure that the vouchersing agent (Enterprise Zone and non-Enterprise Zone) is free of any conflict of interest with businesses within the zone. The agreement shall ensure that vouchersing policies and procedures are administered consistently by the non-Enterprise Zone agency.

C. The Enterprise Zone Manager's Job Description

1. Each enterprise zone's governing body shall designate an enterprise zone manager, and shall notify the Department in writing of its designee. If the zone manager is not an employee, department, or agency of the city, county, or city and county in which the enterprise zone is located, the governing body shall enter into a written agreement with the zone manager requiring, at a minimum, compliance with state vouchersing regulations and all other applicable enterprise zone requirements.
2. Each applicant must provide an officially adopted duty statement describing the responsibilities and tasks to be performed by the person responsible for administering the proposed enterprise zone. The duty statement shall include percentages of time to be spent on essential and marginal activities. The enterprise zone manager shall spend at least half of his or her time contacting businesses. The total percentage of time allotted to these activities shall correspond to the applicant's staffing commitments.

The job duty statement shall include the following elements:

- a. Administration of the Enterprise Zone Program;
- b. Administration of the vouchersing policies, procedures and plan; and
- c. Administration of an active marketing plan for the Enterprise Zone Program to the local businesses and communities in the enterprise zone.

D. An Organizational Chart

Each application must include a chart that shows:

1. All persons, organizations and governmental and non-governmental partners involved in all aspects of the proposed enterprise zone, including marketing, job development, financing and administration, along with their reporting relationship to the enterprise zone.
2. The organizational chart should also define the zone manager's reporting relationship in the applicant's jurisdiction.
3. The organizational chart shall show staff by job title and not solely the agency or department identified as a general area.

VIII. Infrastructure and Capital Improvement Plan (150 Points)

In this section, applicants will describe the application area's infrastructure through a detailed analysis and description of the availability and condition of the infrastructure serving the primary industrial and/or commercial areas. The zone should contain the primary commercial and industrial areas, and commercial and/or industrial areas intended to be served during the period 2008 through 2013 as identified in an adopted Capital Improvement Plan, which outlines the community's planned five-year plan for capital projects.

- A. In Table 14, the applicant shall provide an analysis and description of the condition and capacity to deliver service at the current peak level, and available peak capacity at the end of the planning period for the following:
1. Water supply;
 2. Storm drainage;
 3. Sewers and waste treatment plant;
 4. Natural gas and electric;
 5. Streets and street lighting;
 6. Any other indicators of capacity, conditions and availability of the infrastructure within the industrial and/or commercial area; and
 7. All plans to expand or improve infrastructure including projected costs, financing and time tables for completion.

- B. In addition, the applicant shall attach one copy of the adopted Capital Improvement Plan, which identifies planned infrastructure improvements for a five-year period, which includes the years 2008 to 2010.

PART IV: REQUEST FOR BONUS POINTS

During the rating and ranking process, the Department will give special consideration or bonus points, or both, up to a maximum of 100 points, to applications that demonstrate the greatest need and meet **at least two** of the following criteria:

Criterion 1

This criterion requires that the census tracts in the proposed Enterprise Zone application area have a high percentage of households with incomes below the poverty level. To be considered under this criterion, at least 17.5 percent of the households in the census tract must be below the poverty level. (The Department will award up to 50 points based on a relative scale.)

Or/And

Criterion 2

This criterion states that the average unemployment rate for the census tract(s) of the proposed Enterprise Zone application area must be at least five percentage points above the statewide average for the most recent calendar year as determined by the Employment Development Department. To qualify for this bonus criterion, the average unemployment rate for the census tracts of the proposed Enterprise Zone application area must be at least 9.9 percent. (The Department will award up to 50 points based on a relative scale.)

Or/And

Criterion 3

To qualify under Criterion 3, the applicant jurisdiction must document that it has a unique distress factor affecting long-term economic development, including, but not limited to, resource depletion, plant closure, industry recession, natural disaster (including areas declared a disaster by the President of the United States within the last seven years), or a military-base closure. To qualify for bonus points under this factor, the application must include a detailed description of the unique distress factor(s) and clearly indicate the job loss associated with these factors. (The Department will award up to 50 points at its discretion.)

Applicants should use Tables 15-17 to show the results for each of the applicable criteria.

PART V: COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REQUIREMENTS

Each Enterprise Zone applicant must comply with the requirements of the CEQA. (The CEQA statutes and guidelines are available at <http://ceres.ca.gov/ceqa>.) To meet these requirements, local communities must provide specified documents at each of the two stages indicated.

The Application Period

The application must contain two copies of the Initial Study and a Notice of Preparation as required under CEQA. The lead agency, which is the city or county having the principal responsibility for approving a project, would prepare these documents. For the purposes of the Enterprise Zone application, the lead agency will generally be the applicant. The Enterprise Zone applicant must also comply with Section 8449, et seq. in the Enterprise Zone Regulations, which specify the environmental review process.

Prior to submitting the California Enterprise Zone Application to the Department, the Notice of Preparation must be sent to all appropriate parties as required under CEQA.

The Conditional Designation Period

The communities are not required to submit a draft Environmental Impact Report (EIR) until the Department has conditionally designated an area as an Enterprise Zone.

Conditionally designated communities must prepare a draft EIR and complete the EIR process. Each community must prepare and submit with its conditional designation documents two copies of the draft EIR addressing the environmental impacts on the areas proposed as part of the Enterprise Zone, and two copies of the Notice of Completion (NOC) as described in Section 15085 of the CEQA Guidelines. The community must prepare the draft EIR and NOC in accordance with the procedural and substantive requirements of the CEQA and the CEQA guidelines. Prior to Final Designation, the community must submit and the Department must accept the final EIR.

CHAPTER 4: APPLICATION INSTRUCTIONS

Each Application for Designation must adhere to the format prescribed by the Department and include specified materials. The following sections describe the format, as well as the materials that must be included in the application.

Application Format

Submit each printed copy of the application in its own three-ring binder with the table of contents specified in Appendix B and tabs clearly marking the prescribed sections. Prepare the text in a 12-point font. Place any descriptive information not required by the application (such as marketing brochures, non-binding letters of support, and web site examples) in a separate accordion file, clearly labeled with the applicant name and titled "Descriptive Information."

Required Materials

In addition to the items specified in Chapter 3, the application should contain the following materials:

A Departmental Checklist. Use the checklist provided in Appendix A to confirm that all materials have been included in the application.

A Signature Page. In the original copy of the application, place a certification/signature page signed by the official submitting the final application package. (Use Appendix C, Signature Page, for this requirement.)

A Resolution. Include a certified original resolution adopted by each county and/or city having jurisdiction over any portion of the proposed Enterprise Zone. The Department will reject an application without a resolution. For each city and/or county that is an applicant, the resolution must contain the following provisions:

- A finding that the application area is a depressed area and that designation of the area as an Enterprise Zone is necessary in order to attract private sector investment to the application area;
- A statement that the city or county authorizes the application;
- A statement that the city or county authorizes and supports job development, job creation, and economic development;

- A statement that the city or county authorizes that staffing shall be made available to maintain record-keeping, monthly updates on zone activities, and to discuss these activities with program auditors;
- A statement that the city or county shall develop a self-evaluation process to measure its progress in meeting its goals and objectives; and, that this process shall be submitted to the Department for review, approval and inclusion in the Memorandum of Understanding (MOU) prior to Final Designation;
- A statement that the city or county agrees to complete all actions stated within the application that apply to its jurisdiction should the proposed Enterprise Zone be awarded designation; and
- The title and department of the position that is authorized to sign the application, the MOU and other documents necessary for the implementation of the Enterprise Zone. The designated person should be the “contact person” described below.

Contact Information. Each applicant must provide contact information (i.e., name, address, telephone number, fax number, and email address) on the following individuals or roles:

- The primary contact of the applicant. The contact person should be the individual in the supervisory level position, typically the agency or city manager, who coordinated the application and is most familiar with all of the contributors to the application. The contact person is the individual the Department will officially notify with the application review results;
- The secondary contact, i.e., the person who is most familiar with the final plan, typically a staff person rather than a city or agency manager;
- The Enterprise Zone manager. If the applicant is a multi-jurisdictional zone, provide information on the zone manager of each participating jurisdiction;
- The vouchersing agent. If the applicant is a multi-jurisdictional zone, provide information on the vouchersing agent of each participating jurisdiction if the zone will be using more than one vouchersing agent;
- The State Assembly and Senate member(s) whose district(s) encompasses all or part of the proposed Enterprise Zone; and

- The U.S. Congressional representative(s) whose district(s) encompasses all or part of the proposed Enterprise Zone; and

(Use Appendix D, Contact Information, to list the above information.)

A Legal Boundary Description. Each final applicant must submit a legal description identifying the boundaries of the entire zone. After final designation, this written description will be binding for the term of the Enterprise Zone designation.

Street Ranges. Each applicant must submit a listing of the address ranges on each side of commercial and industrial streets within the zone boundaries. No address range for a street shall extend beyond the zone boundaries. Once final designation is made, the Department will post the listing of all streets and addresses included within the zone on its website. Once posted, the listing will be used by zone businesses, state taxing officials, consultants and lenders to determine eligibility for state tax credits. Applicants shall be responsible for bringing inaccuracies contained in the street range listing and additional street range listings based upon new development to the attention of the Department.

Zoning, Street, and Boundary Maps. To visually illustrate a zone's boundaries, streets and address ranges, each final applicant must submit a map of the zone area. The map must be accurate because it will be referred to throughout the life of a zone to verify address ranges and to consider any expansions of the zone. The application must include the following maps of the proposed Enterprise Zone boundaries and land-use zoning as follows:

- Census maps. These must show the exact location of the eligible area, including the census tracts/block group numbers.
- Proposed Enterprise Zone Boundary Map. Depict the boundaries of the proposed Enterprise Zone application area on an official street map, and clearly distinguish between eligible, and industrial, and/or commercial areas. Do not obscure street names. Care should be taken to avoid boundaries that include areas of large and stable employers, such as new shopping centers, or create tax or competitive inequities by splitting identified commercial and industrial areas.
- Land Use Zoning Map. Depict the commercial and industrial land use zoning for the proposed Enterprise Zone and the surrounding area showing the commercial and industrial areas.

A **24" x 36"** GIS computer-generated **color map** of the zone showing the streets (with street names readable) encompassed by the zone. An

electronic copy of the map must also be submitted on CD-ROM disc. Do **not** fold this map; submit it in a mailing tube under separate cover from the final plan.

Letters of Commitment. Each application must contain a letter of commitment from the administrator of any city/county, agency, organization, or financial institution that has been identified in the application as a program participant. These letters shall include the specific commitments that the organization will make solely to the proposed Enterprise Zone, not general statements of support. The letters of commitment must correspond with the staff, staff time, and funds committed to the proposed Enterprise Zone in the application.

Applicants are required to submit agency agreements, contracts, MOUs, or commitment letters from the administrator of the applicant jurisdiction, agencies, organizations, and institutions that have been identified as program participants in the application plan. The agreements shall include the specific commitments each organization is making to the proposed zone, not general statements of support.

Each agreement or letter of commitment should quantify the resources an organization is committing to the proposed zone. Be specific and concrete. The actual commitment by the organization must be verifiable. Commitments obtained from organizations will be assessed during the Enterprise Zone's first audit, which typically takes place during the first year of operation. Fulfillment of the commitments made by the applicant jurisdiction, agencies, organizations, and institutions will be evaluated.

Each of the agreements/commitments shall contain the following:

- A brief description of the organization committing resources and its role.
- Commitments of staff time:
 - Name (if available) and title of the staff person dedicated to the project;
 - Percentage of time staff person is dedicating to project;
 - Annual value of staff person's time (show calculation); and
 - Tasks to be completed by staff person in support of the zone.
- Commitments of cash contributions:
 - Annual cash contribution; and
 - Use of cash contribution.

- Commitments of other contributions:
 - Provide as many specifics about the contribution as possible (number, dollar amount, etc.); and
 - Show the annual value of the contributions.

Finally, the agreements should summarize the total contribution(s) as follows:

- Total annual value of the contribution in dollars; and
- Timeframe of the contribution in relation to the first five years of the zone's designation (Year 1, Year 2, Year 3, Year 4, and Year 5).

Required Copies

Once assembled, the applicant shall submit three (3) complete copies of its application in the following formats:

- One signed, original copy clearly marked "Original";
- One paper copy clearly marked "Copy"; and
- One electronic copy on a labeled CD-ROM disc.

Mailing Address

Submit the application and any and all correspondence concerning the California Enterprise Zone to the following address:

Frank Luera, Chief
 State Enterprise and Economic Development Section
 Department of Housing and Community Development
 1800 Third Street, Suite 390
 Sacramento, CA 95814

CHAPTER 5: MILESTONES

The following table provides an overview of the critical dates of the application and designation process.

Milestones For The Application and Designation Process

Due Date	Task or Activity	Responsible Party
June 18, 2007	Issue Application Handbook.	Department
July 2, 2007- September 28, 2007	Submit proposed boundaries for preliminary approval. (Optional)	Applicant
July 20, 2007	Submit Eligibility Petition under Option 2 of the Eligibility Affirmation options. (Optional)	Applicant
November 16, 2007	Submit Application.	Applicant
November 30, 2007	Complete technical review. Notify Applicants of any technical deficiencies.	Department
December 14, 2007	Respond to technical deficiencies identified by the Department.	Applicant
December 28, 2007	Complete scoring results.	Department
January 2, 2008	Announce conditionally-designated enterprise zones.	Department

CHAPTER 6: TECHNICAL ASSISTANCE

Contact Information

For assistance in the preparation of the application, local communities may contact the following representatives from the Department's Enterprise Tax Incentives Program:

Frank Luera, Chief
State Enterprise & Economic Development Section
(916) 327-2862
fluera@hcd.ca.gov

Michelle Adams
Enterprise Zone Program
Staff Representative
(916) 327-0579
miadams@hcd.ca.gov

Diana Prado
Enterprise Zone Program
Staff Representative
(916) 324-5704
dprado@hcd.ca.gov

Adrienne DiLullo
Enterprise Zone Program
Staff Representative
(916) 324-6758
adilullo@hcd.ca.gov

Christine Atalig
Enterprise Zone Program
Staff Representative
(916) 324-6757
catalig@hcd.ca.gov

Tammy Tran
Enterprise Zone Program
Office Technician
(916) 322-1112
ttran@hcd.ca.gov

APPENDIX A

Application Checklist

Instructions: The following list identifies all of the elements that the 2007/2008 Application for Enterprise Zone Designation should include: State regulations or departmental guidelines either require these elements or award points for them. Therefore, applicants should use this list to ensure that their application for designation is complete and eligible for all of the points available for the evaluation stage.

[GUIDEBOOK NOTE: The list follows the same order prescribed by the Table of Contents for the Application for Designation (Appendix B).]

General Information

- ☐ Application Checklist (Appendix A)
- ☐ Table of Contents for Application for Designation (Appendix B)
- ☐ Signature Page (Appendix C)
- ☐ Contact Information (Appendix D)
- ☐ Resolutions (Chapter 4)

Eligibility Affirmation

- ☐ Eligibility Table (Chapter 3)

Boundary Conformity (3-6)

- ☐ Legal Boundary Description (Appendix E)
- ☐ Street Ranges (Appendix F)
- ☐ Zone, Street Boundary Maps (Appendix J)
- ☐ The boundaries defining Application Area, Eligible Commercial and/or Industrial Areas
- ☐ If applicable, analysis of proposed Non-Contiguous Areas using Economic Development Strategy (Chapter 3)
- ☐ Ratio Percentage Demonstration (Chapter 3)
- ☐ Ratio Exception Analysis, if applicable (Chapter 3)

Economic Development Plan

- ☐ Checklists (Appendix I)
- ☐ Tables (Appendix G)
- ☐ Letters of Commitment (Chapter 4)
 - ✓ Commitment of Staff Time
 - ✓ Commitment of Cash Contributions
 - ✓ Commitment of Other Contributions
 - ✓ Totals and Timeframes

Request for Bonus Points

- ☐ Tables 15 -17

CEQA Requirements

- ☐ 2 copies of Initial Study
- ☐ 2 copies of Notice of Preparation (sent to all appropriate parties)

Required Copies

- ☐ Signed, original document, clearly marked "ORIGINAL"
- ☐ One copy, marked "COPY"
- ☐ One electronic copy on a labeled CD-ROM disc

APPENDIX B

TABLE OF CONTENTS FOR THE APPLICATION FOR DESIGNATION

Instructions: Applicants should use the Table of Contents in this appendix as the table of contents for their Application for Designation. The table shows the preferred order of the required sections and their respective elements. For each element, applicants should identify the corresponding page number. In addition, applicants should insert dividers between each section, and label each tab with the title of the section.

TABLE OF CONTENTS FOR THE APPLICATION FOR DESIGNATION

<u>Item</u>	<u>Page</u>
Cover Letter	_____
General Information	
Application Checklist	_____
Signature Page	_____
Contact Information	_____
Resolutions	_____
Letters of Commitment	_____
Part I: Eligibility Affirmation	_____
Eligibility Table	_____
Eligibility Petition (if applicable)	_____
Part II: Boundary Conformity	_____
Proposed Enterprise Zone Map	_____
Noncontiguous Area Demonstration (if applicable)	_____
Ratio Demonstration	_____
Legal Boundary Description	_____
Street Ranges	_____
Part III: Economic Development Plan	_____
Economic Development Plan Checklists	_____
Section 1: Marketing Strategy and Plan	_____
Section 2: Available Property and Businesses	_____
Section 3: Financing Programs	_____
Section 4: Job Development, Vouchering Plan and Vouchering Fee Remittance Plan	_____
Section 5: Planning and Local Incentives	_____
Section 6: Unemployment and Area Income Levels	_____
Section 7: Enterprise Zone Program Management Information	_____
Section 8: Infrastructure and Capital Improvement Plan	_____
Part IV: Request for Bonus Points (Optional)	
Criterion 1 (Table 15)	_____
Criterion 2 (Table 16)	_____
Criterion 3 (Table 17)	_____

<u>Item</u>	<u>Page</u>
Part V: Compliance with California Environmental Quality Act (CEQA)	
Section 1: Two copies of Initial Study	_____
Section 2: Two copies of Notice of Preparation	_____
Part VI: Required Tables:	
Table 1: Five-Year Commercial/Industrial Retention Plan	_____
Table 2: Five-Year Commercial/Industrial Expansion Plan	_____
Table 3: Five-Year Commercial/Industrial Attraction Plan	_____
Table 4: Business and Real Estate Organizations Interested in Handling Commercial/Industrial Real Estate Transactions in the Application Area	_____
Table 5: Ten Recent Successful Examples by the Local Economic Development Corporation (or other EDC)	_____
Table 6: Companies Closed, Relocated, or Downsized Since January 1, 2002	_____
Table 7: Baseline Development and Business Data	_____
Table 8: Financial Assistance Available for Commercial/ Industrial Businesses in Application Area	_____
Table 9: Financial Institutions Interested in Making Loans to Companies in the Application Area	_____
Table 10: Financial Institutions Interested in Making SBA Loans to Companies in the Application Area	_____
Table 11: List of Job Development Providers	_____
Table 12: Job Placement Track Record	_____
Table 13: Unemployment and Area Income Levels for Census Tracts in Eligible Areas for Year 2006	_____
Table 14: Infrastructure Analysis and Description	_____
Part VII: Required Maps (Attachments)	_____
Proposed Boundary Map	_____
Eligibility/Census Tracts Map	_____
Commercial/Industrial Parcel Map	_____
Land Use Map	_____
Part VIII: Capital Improvement Plan (Attachment)	_____
One copy of the Capital Improvement Plan, 2008-2013	_____

APPENDIX C
Signature Page

California Enterprise Program
2007 Application

Application Deadline: November 16, 2007

Application Submitted By:

Name of Enterprise Zone

Name and Title of Authorized Official

Affiliation of Authorized Official

Signature of Authorized Official

Date

California Enterprise Zone Program

Department of Housing and Community Development

1800 Third Street, Third Floor

Sacramento, CA 95814

Telephone: (916) 322-1112

www.hcd.ca.gov/fa/cdbg/ez

APPENDIX D

Contact Information

Applicant Information

List the name of the jurisdiction(s) applying for final designation.

Primary Contact

List the name and contact information of the person HCD will notify of final application results.

(Name and title)

(Name of local jurisdiction including specific office or department)

(Mailing address)

(City/state/zip)

<p>(Telephone)</p>	<p>(Email)</p>	<p>(Fax)</p>
--------------------	----------------	--------------

Secondary Contact

List the name and contact information of the person most familiar with the application (if different from above).

(Name and title)

(Name of local jurisdiction including specific office or department)

(Mailing address)

(City/state/zip)

<p>(Telephone)</p>	<p>(Email)</p>	<p>(Fax)</p>
--------------------	----------------	--------------

Enterprise Zone Manager

List the name and contact information of the person designated as the enterprise zone manager. For multi-jurisdictional zones, provide information on the zone manager of each participating jurisdiction using copies of this form.

(Name and title)

(Name of local jurisdiction including specific office or department)

(Mailing address)

(City/state/zip)

(Telephone)

(Email)

(Fax)

Vouchering Agent

List the name and contact information of the person designated as the vouchering agent. For multi-jurisdictional zones, if more than one vouchering agent will be used, provide information on the vouchering agent for each participating jurisdiction using copies of this form.

(Name and title)

(Name of local jurisdiction including specific office or department)

(Mailing address)

(City/state/zip)

(Telephone)

(Email)

(Fax)

Legislators

List the names of the State Assembly member(s) and Senate member(s) whose district(s) encompasses all or part of the proposed enterprise zone. There is no need to provide mailing information.

Assembly Member(s)/District(s)

Senate Members (s)/District(s)

Congressional Representatives

List the names of the U.S. House of Representatives whose district(s) encompasses all or part of the proposed enterprise zone. There is no need to provide mailing information.

U.S. Representative Member(s)/District(s)

APPENDIX E

Legal Boundary Description

Complete the following boundary description table for the proposed zone (commercial area, industrial area, and other parts of the eligible area needed to connect the two). Use additional copies of this form, if necessary.

Starting At	To the (direction)	Boundary (street/market)	Ending At	Boundary Includes (street side)

APPENDIX F

Street Range Listing

Each final applicant should use the format below to assemble the list of street names and address ranges in the zone. The list should be in alphabetical order by street name. The last column should be left blank; it will be used to indicate dates of street additions to and future expansions of the zone.

*For multi-jurisdictional applicants, indicate in parentheses the jurisdiction where each street range is located.

XYZ Enterprise Zone

Street Ranges

Street Name*	Street Type	Direction	Address Range	Side	Zip Code	Jurisdiction	Designation Date
Brown	Ave.	South	12201-12999	Odd	93455		
Brown	Ave.	South	12200-12999	Even	93455		
Bryant	Str.	West	100-199	Both	93457		
"C"	Str.	East	300-699	Both	95814		
"C"	Str.	West	200-299	Odd	95816		
"C"	Str.	South	200-319	Both	95825		
"C"	Str.	West	320-399	Even	95816		
"C"	Str.	West	405-775	Both	95814		
11th	Ave.	North	121-328	Odd	96825		
27th	Rd.	South	567-890	Even	97834		

APPENDIX G

Required Tables

<u>Tables</u>	<u>Page</u>
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Table 2: Five-Year Commercial/Industrial Expansion Plan	G-2
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Instructions: U.S. Census Bureau Website	G-22

TABLE 1
Five-Year Commercial/Industrial Retention Plan

Year	Objective	Strategy	Proposed Action	Target Market	Number of Businesses Retained	Number of Jobs Retained/ Created
1.						
2.						
3.						
4.						
5.						
Totals						

TABLE 2
Five-Year Commercial/Industrial Expansion Plan

Year	Objective	Strategy	Proposed Action	Target Market	Number of Jobs Retained/ Created
1.					
2.					
3.					
4.					
5.					
Total					

TABLE 3
Five-Year Commercial/Industrial Attraction Plan

Year	Objective	Strategy	Proposed Action	Target Market	Number of Businesses to be Attracted	Number of Jobs to be Created
1.						
2.						
3.						
4.						
5.						
Totals						

TABLE 4

**Business And Real Estate Organizations Interested In Handling
Commercial/Industrial Real Estate Transactions Application Area
(List Only Five Organizations)**

	Name of Organization/Company	Type of Business	Target Market (if "business" is checked, identify target number)	Number of Companies to be Assisted
1.		<input type="checkbox"/> Business <input type="checkbox"/> Real Estate <input type="checkbox"/> Other _____		
2.		<input type="checkbox"/> Business <input type="checkbox"/> Real Estate <input type="checkbox"/> Other _____		
3.		<input type="checkbox"/> Business <input type="checkbox"/> Real Estate <input type="checkbox"/> Other _____		
4.		<input type="checkbox"/> Business <input type="checkbox"/> Real Estate <input type="checkbox"/> Other _____		
5.		<input type="checkbox"/> Business <input type="checkbox"/> Real Estate <input type="checkbox"/> Other _____		
Total				

TABLE 5
Ten Recent Successful Examples By The
Local Economic Development Corporation (Or Other EDC)
(January 1, 2002, To January 1, 2006)

Company		Objective	Outcome	Parties Involved in Successful Conclusion	Company Size (Number of Employees)
<i>Example</i>	<i>ABC Company</i>	<input checked="" type="checkbox"/> <i>Attraction</i> <input type="checkbox"/> <i>Retention</i> <input type="checkbox"/> <i>Expansion</i>	<input checked="" type="checkbox"/> <i>Attraction</i> <input type="checkbox"/> <i>Retention</i> <input checked="" type="checkbox"/> <i>Expansion</i>	<input checked="" type="checkbox"/> <i>EDC</i> <input type="checkbox"/> <i>Redevelopment Ag.</i> <input checked="" type="checkbox"/> <i>Other: Rapid Response Team</i> <input type="checkbox"/> <i>Other: _____</i>	<i>1,200 Employees</i>
1.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
2.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
3.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
4.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
5.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	

TABLE 5 (continued)

**Ten Recent Successful Examples By The
Local Economic Development Corporation (Or Other EDC)
(January 1, 2002, To January 1, 2006)**

Company		Objective	Outcome	Parties Involved in Successful Conclusion	Company Size (Number of Employees)
6.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
7.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
8.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
9.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
10.		<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> Attraction <input type="checkbox"/> Retention <input type="checkbox"/> Expansion	<input type="checkbox"/> EDC <input type="checkbox"/> Redevelopment Ag. <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
Total					

TABLE 6
Companies Closed, Relocated Or Downsized
Since January 1, 2002
(List The Top Ten Based On Job Loss)

Company		Outcome	Distress Factors (Document Reasons)	Target Market	Impact of Action (Number of Job Losses)
<i>Example</i>	<i>ABC Company</i>	<input checked="" type="checkbox"/> <i>Closed</i> <input type="checkbox"/> <i>Relocated</i> <input type="checkbox"/> <i>Downsized</i>	<i>Corporate move</i>	<i>Automobile parts</i>	<i>340 employees</i>
1.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
2.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
3.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
4.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
5.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
6.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			

TABLE 6 (continued)
Companies Closed, Relocated Or Downsized
Since January 1, 2002
(List The Top Ten Based On Job Loss)

Company		Outcome	Distress Factors (Document Reasons)	Target Market	Impact of Action (Number of Job Losses)
7.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
8.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
9.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
10.		<input type="checkbox"/> Closed <input type="checkbox"/> Relocated <input type="checkbox"/> Downsized			
Total					

TABLE 7
Baseline Development and Business Data

Data Requested		Total
1.	Total square footage of vacant buildings on land zoned industrial that meet all local and state building, fire, and seismic codes, as well as other codes necessary to operate the facility.	
2.	Total square footage of vacant buildings on land zoned commercial that meet all local and state building, fire and seismic codes, as well as other codes necessary to operate the facility.	
3.	Total number of acres of land in the proposed application area.	
4.	Total number of acres of vacant improved land zoned industrial. "Improved land" used in this subsection means that all infrastructure necessary to operate from the site is available to support development and people, including streets, highways, transit services, airports, and water and sewage systems.	
5.	Total number of acres of vacant, improved land zoned commercial.	
6.	Total number of acres of vacant, unimproved-land zoned industrial.	
7.	Total number of acres of vacant, unimproved-land zoned commercial.	
8.	Total number of commercial businesses in the application area.	
9.	Total number of industrial businesses in the application area.	
10.	2005 vacancy rate for commercial space (percentage).	
11.	2005 vacancy rate for industrial space (percentage).	

TABLE 8
Financial Assistance Available
For Commercial/Industrial Businesses In Application Area (Up To 5 Examples)

Agency, Organization, or Firm (Name & Address)		Financial Plan Available	Companies That Received Financial Assistance Since 2004
1.			
2.			
3.			
4.			
5.			

TABLE 9
Financial Institutions Interested In Making Loans To Companies In The Application Area
(Up To 5 Institutions)

Company Or Community Development Financial Institution (CDFI) (Name & Address)		Current Loan Packages Offered	Number of Loan Packages Completed During 2006	Number of Companies Assisted in 2006
1.		<input type="checkbox"/> Commercial Loan Packages <input type="checkbox"/> Micro-Enterprise Loans <input type="checkbox"/> Small Business Loans <input type="checkbox"/> Other _____		
2.		<input type="checkbox"/> Commercial Loan Packages <input type="checkbox"/> Micro-Enterprise Loans <input type="checkbox"/> Small Business Loans <input type="checkbox"/> Other _____		
3.		<input type="checkbox"/> Commercial Loan Packages <input type="checkbox"/> Micro-Enterprise Loans <input type="checkbox"/> Small Business Loans <input type="checkbox"/> Other _____		
4.		<input type="checkbox"/> Commercial Loan Packages <input type="checkbox"/> Micro-Enterprise Loans <input type="checkbox"/> Small Business Loans <input type="checkbox"/> Other _____		
5.		<input type="checkbox"/> Commercial Loan Packages <input type="checkbox"/> Micro-Enterprise Loans <input type="checkbox"/> Small Business Loans <input type="checkbox"/> Other _____		
Totals				

TABLE 10

**Financial Institutions Interested In Making SBA Loans To Companies In The Application Area
(Up To 5 Institutions)**

	Company Or Community Development Institution (CDFI) Name And Address	Type Of Lender	Types Of SBA Loans	Job Impact Since 2004 (Number of Jobs Created or Retained)	Number of Companies Assisted
1.		<input type="checkbox"/> Bank <input type="checkbox"/> Credit Union <input type="checkbox"/> Mortgage Company <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Loan Guaranty Program <input type="checkbox"/> CDC/504 Loan Program <input type="checkbox"/> Micro Loans <input type="checkbox"/> Targeted Loans <input type="checkbox"/> Basic 7 (a) Loans <input type="checkbox"/> Other _____ _____		
2.		<input type="checkbox"/> Bank <input type="checkbox"/> Credit Union <input type="checkbox"/> Mortgage Company <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Loan Guaranty Program <input type="checkbox"/> CDC/504 Loan Program <input type="checkbox"/> Micro Loans <input type="checkbox"/> Targeted Loans <input type="checkbox"/> Basic 7 (a) Loans <input type="checkbox"/> Other _____ _____		
3.		<input type="checkbox"/> Bank <input type="checkbox"/> Credit Union <input type="checkbox"/> Mortgage Company <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Loan Guaranty Program <input type="checkbox"/> CDC/504 Loan Program <input type="checkbox"/> Micro Loans <input type="checkbox"/> Targeted Loans <input type="checkbox"/> Basic 7 (a) Loans <input type="checkbox"/> Other _____ _____		

TABLE 10 (Continued)

**Financial Institutions Interested In Making SBA Loans To Companies In The Application Area
(Up To 5 Institutions)**

Company Or Community Development Institution (CDFI) Name And Address		Type Of Lender	Types Of SBA Loans	Job Impact Since 2004 (Number of Jobs Created or Retained)	Number of Companies Assisted
4.		<input type="checkbox"/> Bank <input type="checkbox"/> Credit Union <input type="checkbox"/> Mortgage Company <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Loan Guaranty Program <input type="checkbox"/> CDC/504 Loan Program <input type="checkbox"/> Micro Loans <input type="checkbox"/> Targeted Loans <input type="checkbox"/> Basic 7 (a) Loans <input type="checkbox"/> Other _____ _____		
5.		<input type="checkbox"/> Bank <input type="checkbox"/> Credit Union <input type="checkbox"/> Mortgage Company <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Loan Guaranty Program <input type="checkbox"/> CDC/504 Loan Program <input type="checkbox"/> Micro Loans <input type="checkbox"/> Targeted Loans <input type="checkbox"/> Basic 7 (a) Loans <input type="checkbox"/> Other _____ _____		
Totals					

TABLE 11
List Of Job Development Providers

Agency/ Contractor	Contact Person	Address	Services Provided	Target Market	Contributions
1.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Market Zone <input type="checkbox"/> Other _____ _____ _____
2.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Market Zone <input type="checkbox"/> Other _____ _____ _____
3.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Market Zone <input type="checkbox"/> Other _____ _____ _____
4.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Market Zone <input type="checkbox"/> Other _____ _____ _____

TABLE 11 (Continued)
List Of Job Development Providers

Agency/ Contractor	Contact Person	Address	Services Provided	Target Market	Contributions
5.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Marketing Zone <input type="checkbox"/> Other _____ _____ _____
6.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Market Zone <input type="checkbox"/> Other _____ _____ _____
7.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Market Zone <input type="checkbox"/> Other _____ _____ _____
8.			<input type="checkbox"/> Intake <input type="checkbox"/> Job Development <input type="checkbox"/> Training <input type="checkbox"/> Intensive Services <input type="checkbox"/> Skill Development <input type="checkbox"/> Unemployment Ins. <input type="checkbox"/> Online Services	<input type="checkbox"/> Employers <input type="checkbox"/> Job Seekers <input type="checkbox"/> People with Disability <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth	<input type="checkbox"/> Vouchering Agent <input type="checkbox"/> Verify Eligibility <input type="checkbox"/> Market Zone <input type="checkbox"/> Other _____ _____ _____

TABLE 12
Job Placement Track Record

Agency/Contractor		2005 Job Placements		2006 Job Placements		Total Job Placement (Years: 2005 + 2006)	
		Target	Number	Target	Number	Target	Number
1.		WIA		WIA		WIA	
		WOTC		WOTC		WOTC	
		CalWORKS		CalWORKS		CalWORKS	
		People with Disabilities		People with Disabilities		People with Disabilities	
		Seniors		Seniors		Seniors	
		Veterans		Veterans		Veterans	
		Youth		Youth		Youth	
2.		WIA		WIA		WIA	
		WOTC		WOTC		WOTC	
		CalWORKS		CalWORKS		CalWORKS	
		People with Disabilities		People with Disabilities		People with Disabilities	
		Seniors		Seniors		Seniors	
		Veterans		Veterans		Veterans	
		Youth		Youth		Youth	
3.		WIA		WIA		WIA	
		WOTC		WOTC		WOTC	
		CalWORKS		CalWORKS		CalWORKS	
		People with Disabilities		People with Disabilities		People with Disabilities	
		Seniors		Seniors		Seniors	
		Veterans		Veterans		Veterans	
		Youth		Youth		Youth	
Totals							

TABLE 13

Unemployment And Area Income Levels* For Census Tracts In Eligible Areas For Year 2006

	Census Tract	Number of Unemployed Persons	Number of Total Labor Force in Census Tract	Percentage of Unemployed Persons	Per Capita Income
<i>Example</i>	1234	234	4,356	5.3%	10,597
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

*DATA SOURCE: www.census.gov

Table: P43. SEX BY EMPLOYMENT STATUS 16 YEARS+
U.S. Census Bureau website instructions are available on page G-22.

TABLE 14
Infrastructure Analysis And Description

Number	Element	Condition	Capacity to Deliver Service	Available Capacity
1.	Water Supply			
2.	Storm Drainage			
3.	Sewer & Water Treatment Plants			
4.	Natural Gas			
5.	Electricity			
6,	Streets			
7.	Traffic Lighting			

TABLE 15
Bonus Criterion 1: Poverty Level*

Number	Census Tract Number (Application Area Only)	Number of People At or Below Poverty Level	Total Number of Households	Percentage of Households at or Below Poverty Level
<i>Example</i>	1112	313	1,023	$\frac{313}{1023}$ =30.59=31%
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*DATA SOURCE: www.census.gov
Table: P87. POVERTY STATUS IN 1999 BY AGE
U.S. Census Bureau website instructions are available on page G-22.

TABLE 16
Bonus Criterion 2: Local Unemployment Rate*

Number	Census Tracts Number (Application Area Only)	Unemployed (Male And Female)	Total Labor Force	Percentage of Unemployed Labor Force
<i>Example</i>	28	Male-Unemployed: 58 Female-Unemployed: 105 Total: 163	2,248	$163/2248$ $=.0725 = 7.3\%$
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

*DATA SOURCE: www.census.gov
Table: P43. SEX BY EMPLOYMENT STATUS FOR THE POPULATION 16 YEARS+
U.S. Census Bureau website instructions are available on page G-22.

TABLE 17**Bonus Criterion 3: Unique Distress Factors**

Instructions: In the table below, please explain the unique distress factors that are affecting each jurisdiction's long-term economic development and the job losses associated with each factor. To receive credit for each factor, attach documentation that supports the job losses indicated. Acceptable documentation includes newspapers articles, academic studies, consultant reports, etc.

Number	Unique Distress Factor Affecting Long-Term Economic Development	Job Loss Due To Distress Factors
1.		
2.		
3.		
4.		
5.		

U.S. Census Bureau Instructions

www.census.gov

1. Go to www.census.gov
2. Click on "AmericanFactFinder"
3. Go to "Data Sets"
4. Click on "Data Sets: Decennial Census"
5. Website already has selected "Census 2000"
6. Go to "Census 2000 Summary File 3:"
7. Click on "Census 2000 Summary File 3: Detailed Tables"
8. Input:

A.	Go to "Select a Geographic Type"	Select "Census Tract"
B.	Go to "Select one or more geographic areas"	Select "California"
C.	Go to "Select a State"	Select your county
D.	Go to "Select a County"	Select the specific census tracts
E.	Add specific census tracts to the empty box	

9. Click "Next"
10. Go to table number (Example: P87, P43, etc.)
11. Highlight table number
12. Add (Click) table number to empty box
13. Click "Show Result"

APPENDIX H

Boundary Guidelines*

As part of its application, each applicant must identify the boundaries of its proposed enterprise zone, which shall consist of one eligible area, and one commercial and/or one industrial area. To ensure that each applicant properly adheres to these requirements, the Department has developed the following supplementary guidelines consisting of tables and charts that list the acceptable boundary combinations for single-jurisdictional and multiple-jurisdictional applicants. Applicants should use these guidelines to make certain that their proposed enterprise zone conforms to the state's allowable boundaries.





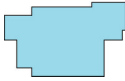
Regulatory Guidelines

Each applicant shall designate an application area as an enterprise zone. The application area must contain the following:

- One eligible area per each application; and
- One commercial area per each application; and/or
- One industrial area per each application.

The commercial area must be within or contiguous to the eligible area and shall have continuous boundaries. The industrial area shall be contained within or adjacent to the eligible area.

Definitions

Term	Definition	Corresponding Graphic
Adjacent	Refers to an industrial area to which eligible area residents can be expected to seek employment based upon historic employment practices.	Not Applicable
Applicant	A city, county or city and county that submits an application for designation as an enterprise zone.	Not Applicable
Application Area	The geographic area consisting of the eligible area and commercial and/or industrial area.	
Commercial Area	A geographic area in which at least 51 percent of properties are zoned commercial.	
Eligible Area	A geographic area that is distressed and meets at least three eligibility criteria.	
Industrial Area	A geographic area in which at least 51 percent of properties are zoned industrial.	
Jurisdiction	A city or a county.	

*These guidelines do not describe noncontiguous areas, which current state law now permits. See "Chapter 3: Application Content" for guidance on noncontiguous areas.

Acceptable Boundary Combinations

Applications with Single Jurisdictions

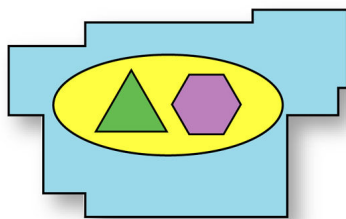
Directions: Use the table below to determine the acceptable boundary combinations for a potential application area with a single jurisdiction. The application area must consist of only one eligible area and one commercial area and/or one industrial area. Each case is illustrated below or on the following pages.

Table A: Single Jurisdiction in Enterprise Zone

Case #	Commercial Area		Industrial Area			
	Within Eligible Area	Contiguous to Eligible Area	Within Eligible Area	Contiguous to Eligible Area	Contiguous to Commercial Area	Adjacent to Eligible Area and/or Commercial Area
1	X		X			
2	X					
3			X			
4	X			X		
5	X					X
6		X				X
7		X	X			
8		X		X		

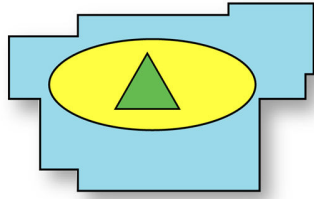
Illustrations A: Single-Jurisdictional Enterprise Zones

Case 1



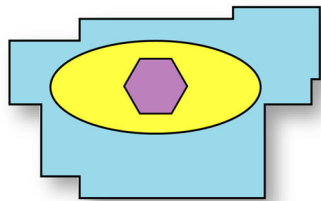
- One eligible area
- One commercial area within eligible area
- One industrial area within the eligible area

Case 2



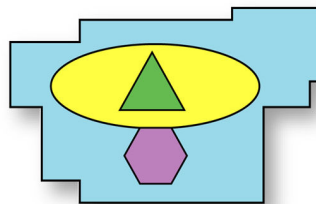
- One eligible area
- One commercial area within eligible area

Case 3



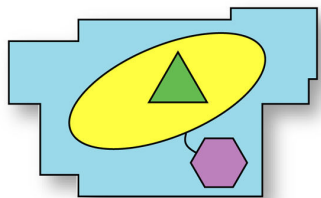
- One eligible area
- One Industrial area within the eligible area

Case 4



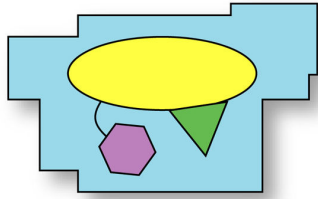
- One eligible area
- One commercial area within eligible area
- One industrial area contiguous to eligible area

Case 5



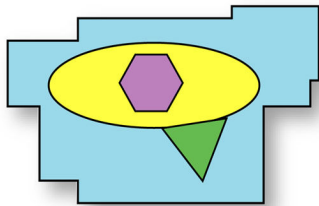
- One eligible area
- One commercial area within eligible area
- One industrial area adjacent to eligible area

Case 6



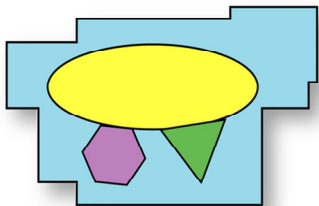
- One eligible area
- One commercial area contiguous to eligible area
- One industrial area adjacent to eligible area

Case 7



- One eligible area
- One commercial area contiguous to eligible area
- One industrial area within the eligible area

Case 8



- One eligible area
- One commercial area contiguous to eligible area
- One industrial area contiguous to eligible area

Applications with Multiple Jurisdictions

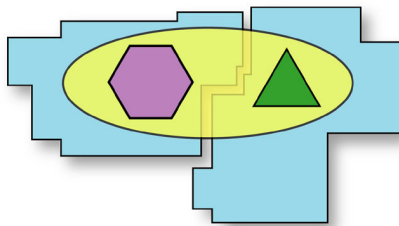
Directions: Use the table below to determine the acceptable boundary combinations for a potential application area with multiple jurisdictions. The application area must consist of only one eligible area and one commercial area and/or one industrial area. Each case is illustrated either below or on the following pages.

Table B: Multiple-Jurisdictional Enterprise Zones

Case #	Eligible Area	Commercial Area		Industrial Area		
	Jurisdiction Contains Eligible Area	Within the Eligible Area	Contiguous to Eligible Area	Within the Eligible Area	Contiguous to Eligible Area	Adjacent to Eligible Area
1	X	X		X		
2	X		X		X	
3	X		X			X
4	X		X			X

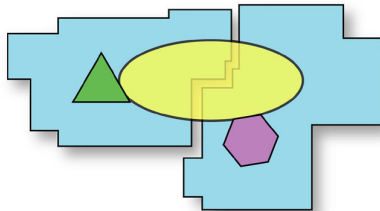
Illustrations B: Multi-Jurisdictional Enterprise Zones

Case 1



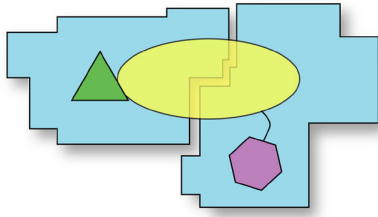
- One eligible area in both jurisdictions
- One commercial area within the eligible area
- One industrial area within the eligible area

Case 2



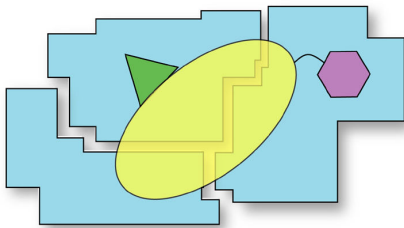
- One eligible area in both jurisdictions
- One commercial area contiguous to eligible area
- One industrial area contiguous to eligible area

Case 3



- One eligible area in both jurisdictions
- One commercial area contiguous to eligible area in one jurisdiction
- One industrial area adjacent to eligible area in the other jurisdiction

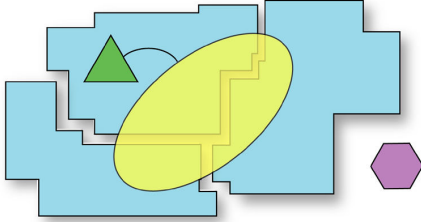
Case 4



- Multiple Jurisdictions (More than 2)
- One eligible area in all jurisdictions
- One commercial area contiguous to eligible area
- One industrial area adjacent to eligible area

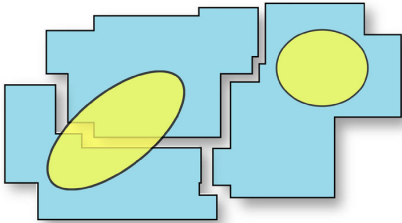
Unallowable Boundary Combinations

Case 1



- Multiple Jurisdictions (More than 2)
- One eligible area in all jurisdictions
- One commercial area adjacent to eligible area
- One industrial area outside of the jurisdictions-*Unallowable*

Case 2



- Multiple Jurisdictions (More than 2)
- Two Eligible Areas-*Unallowable*

APPENDIX I

Economic Development Plan Checklists

Purpose: These checklists identify all of the elements in the Economic Development Plan that are eligible for points. Applicants should use the checklists to ensure that their application addresses these elements, and to document the specific page(s) where the responses can be found.

Instructions: In the right-hand column of the table below, identify the page(s) of the application that describes or provides the elements requested. When completed, place the checklists at the beginning of the Economic Development Plan section (Part III: Economic Development Plan) of the Application for Designation. The Department will use the checklists to ensure that it provides full credit for the responses provided.

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	I.	Marketing Strategy and Plan (250 Points)	
	I.A.	The Comprehensive Marketing Strategy	
	I.A.1.	An explanation of the specific marketing goals, and the course(s) of action to be taken to attain these goals.	
	I.A.2.	Explain the relationship between the marketing goal(s) and their intended course(s) of action to each of the following:	
	I.A.2.a.	The goals and objectives for area revitalization	
	I.A.2.b.	Priority business clusters	
	I.A.2.c.	Business retention	
	I.A.2.d.	Business expansion	
	I.A.2.e.	Business attraction	
	I.A.2.f.	Targeted individuals	

* Provide page numbers for non-shaded rows only. The shaded rows represent headings or sub-headings over key elements.

APPENDIX I

Economic Development Plan

Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	I.A.3.	The relationship between the marketing strategy and the three distress factors that qualify the applicant for the eligibility criteria. Describe how the strategy will alleviate the distress factors within the first five years. Provide the description for only three of the following:	
	I.A.3.a.	Distress criterion #1	
	I.A.3.b.	Distress criterion #2	
	I.A.3.c.	Distress criterion #3	
	I.A.3.d.	Distress criterion #4	
	I.A.3.e.	Distress criterion #5	
	I.A.4.	Specific, quantifiable goals to be accomplished in the first five years of the proposed Enterprise Zone.	
	I.B.	Retention, Expansion, and Attraction Plans	
	I.B.1.	A detailed description of the plans to keep existing businesses from leaving the application area.	
	I.B.2.	The local assistance available to help them expand.	
	I.B.3.	A detailed description of the plans to attract new businesses into the proposed enterprise zone, including the names of the industries targeted for attraction.	
	I.B.4.	For each company retained, expanded, or attracted, list the following:	
	I.B.4.a.	Name of the business	
	I.B.4.b.	Effective date of the action	
	I.B.4.c.	Job impacts	
	I.B.4.d.	Local resources used	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	I.C.	Companies Closed, Relocated or Downsized	
	I.C.1.	In Table 6, list key area companies in the application area that have closed, relocated, or significantly downsized since January 1, 2002. For each company, identify the following:	
	I.C.1.a.	Name of the business	
	I.C.1.b.	Outcome (i.e., closed, relocated, or downsized)	
	I.C.1.c.	Distress factors (i.e., factors that contributed to the outcome)	
	I.C.1.d.	Target market	
	I.C.1.e.	Impact of the action (i.e., number of jobs lost).	
	I.D.	The Proposed Annual Marketing Plan	
	I.D.1.	The table for business retention should identify the following elements for each activity (Table 1):	
	I.D.1.a.	Objective	
	I.D.1.b.	Strategy	
	I.D.1.c.	Proposed Action	
	I.D.1.d.	Target market	
	I.D.1.e.	Number of businesses to be retained	
	I.D.1.f.	Number of jobs to be retained and/or created	
	I.D.2.	The table for business expansion should identify the following elements for each activity (Table 2):	
	I.D.2.a.	Objective	
	I.D.2.b.	Strategy	
	I.D.2.c.	Proposed Action	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	I.D.2.d.	Target market	
	I.D.2.e.	Number of businesses to be retained	
	I.D.2.f.	Number of jobs to be retained and/or created	
	I.D.3.	The table for business attraction should identify the following elements for each activity (Table 3):	
	I.D.3.a.	Objective	
	I.D.3.b.	Strategy	
	I.D.3.c.	Proposed Action	
	I.D.3.d.	Target market	
	I.D.3.e.	Number of businesses to be retained	
	I.D.3.f.	Number of jobs to be retained and/or created	
	I.E.	Economic Development Partners	
	I.E.1.	A detailed description of the role of the local economic development corporation or similar organization.	
	I.E.2.	Describe up to 10 instances in which the local economic development corporation successfully attracted, retained, or helped to retain businesses. (Table 5)	
	I.F.	Sales Plan and Successes	
	I.F.1.	Provide a detailed description of the sales plan for on-site visits to existing and/or new businesses.	
	I.F.2.	Describe specific examples of successful efforts by the corporations or organizations identified above to attract and/or retain businesses.	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	I.G.	Existing Business and Real Estate Marketing Organizations	
	I.G.1.	In Table 4, list five local and regional public, private and real estate organizations currently marketing property and development opportunities in the Enterprise Zone area.	
	I.H.	Advertising and Promotional Strategy	
	I.H.1.	Provide a detailed analysis of the advertising and promotional strategy as it applies to the Enterprise Zone marketing plan.	
	I.H.2.	Provide an analysis of the media strategy to be used to promote the enterprise zone.	
	I.H.3.	Provide samples of the existing advertising and promotional materials.	
	I.I.	Administration	
	I.I.1.	Describe the staff committed to the marketing plan by the zone's jurisdictions.	
	I.I.2.	Describe the organization committed to the marketing plan by the zone's jurisdictions.	
	I.I.3.	Describe the budgets committed to the marketing plan by the zone's jurisdictions.	
	I.I.4.	Describe the process the enterprise zone will use to evaluate its performance of the Marketing Strategy and Plan.	
	II.	Available Property and Businesses (200 Points)	
	II.A.	The section on Available Property and Businesses shall include Table 7 with the following information:	

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Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	II.A.1.	Total square footage of vacant buildings on land zoned industrial that meet all local- and state-building fire and seismic codes, as well as other codes necessary to operate the facility;	
	II.A.2.	Total square footage of vacant buildings on land zoned commercial that meet all local- and state-building fire and seismic codes, as well as other codes necessary to operate the facility;	
	II.A.3.	Total number of acres of land in the proposed application area;	
	II.A.4.	Total number of acres of vacant, improved-land zoned industrial;	
	II.A.5.	Total number of acres of vacant, improved-land zoned commercial;	
	II.A.6.	Total number of acres of vacant unimproved-land zoned industrial;	
	II.A.7.	Total number of acres of vacant, unimproved-land zoned commercial;	
	II.A.8.	Total number of commercial businesses in the area;	
	II.A.9.	Total number of industrial businesses in the area;	
	II.A.10.	The 2005 vacancy rate of commercial space (percentage); and	
	II.A.11.	The 2005 vacancy rate of industrial space (percentage).	
	III.	Financing Programs (100 Points)	
	III.A.	The Business and Real Estate Financing Plan	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	III.A.1.	A list of up to five agencies, organizations, and firms that will provide financial assistance to businesses and property owners in the proposed Enterprise Zone. (Table 8)	
	III.A.2.	For each entity above, an explanation of the types of financial services or loan programs available. (Table 8)	
	III.A.3.	For each entity above, a detailed record of the companies that received financial assistance since 2004. (Table 8)	
	III.B.	The Financing Track Record	
	III.B.1.	In Table 9, the application should list and identify the following:	
	III.B.1.a.	The identity of the financial institutions (up to five) that have expressed an interest in making business loans to businesses located in the proposed Enterprise Zone.	
	III.B.1.b.	The current loan packages offered.	
	III.B.1.c.	For each entity, the application should provide documentation on the number of loans packaged during 2006.	
	III.B.1.c.	The number of companies financed during 2006.	
	III.B.2.	A detailed explanation of the loans available through programs offered by the applicant, together with data sharing the results of these loan programs since 2004.	
	III.B.3.	A list of the financial institutions that are presently making loans guaranteed by the Small Business Administration. (Table 10)	
	III.B.4.	A description on how the enterprise zone will evaluate its implementation of the Financing Plan.	

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Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	IV.	Job Development, Vouchering Plan and Vouchering Fee Remittance Plan (175 Points)	
	IV.A.	The Job Development Plan	
	IV.A.1.	The Job Development Plan shall include:	
	IV.A.1.a.	Strategies for maximizing the participation of agencies and organizations that provide job development services for the unemployed and underemployed, and that have had prior success in job development efforts; and	
	IV.A.1.b.	The use of existing state and federal job training and employment funds. Specifically, how will the enterprise zones use Workforce Investment Board funds to target, educate, and train the unemployed in the applicant community.	
	IV.A.1.c.	The applicant community's plan to ensure that job development professionals are working with existing employers to partner with the local schools to develop and maintain a trained workforce that will meet their labor requirements.	
	IV.A.1.d.	The community's approach to integrating local services, including human service programs, into the enterprise zone program;	
	IV.A.1.e.	A description of how the applicant community is collaborating with all local governmental agencies focused on job development;	
	IV.A.1.f.	A clear commitment of sufficient local resources for coordination of the job development effort;	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	IV.A.1.g.	A list containing the names and addresses of all administrative agencies and/or contractors who will provide intake and/or job development services in the application area under the Workforce Investment Act and CalWORKS (Table 11);	
	IV.A.1.h.	A detailed explanation of the specific contributions that each agency and/or contractor shall make for the implementation of the Economic Development Plan (Table 11);	
	IV.A.1.i.	A detailed explanation of how the enterprise zone will place recipients of Workforce Investment Act and CalWORKS services in jobs. The applicant shall include a detailed explanation of the coordination of marketing efforts with job development agencies and/or contractors;	
	IV.A.1.j.	Data that shows the track record of job placements by each participating agency and/or contractor for the enterprise zone for the last two years (Table 12);	
	IV.A.1.k.	A detailed organization chart showing all staff persons providing job development management and services for each agency and/or contractor identified in the Economic Development Plan as well as all job development coordination staff; and	
	IV.A.1.l.	Copies of any agreement or MOU between the applicant and the appropriate agency.	
	IV.B.	The Vouchering Plan	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	IV.B.1.	The Vouchering Plan shall include the following information:	
	IV.B.1.a.	The method for independently verifying, substantiating, recording and filing documentation submitted with each application;	
	IV.B.1.b.	The number of eligible persons and jobs the enterprise zone estimates it will annually voucher and create;	
	IV.B.1.c.	The identity of the Enterprise Zone Vouchering agent responsible for screening and verifying vouchers;	
	IV.B.1.d.	A description of the systems for monitoring, reporting, and safeguarding the vouchering process, and annually reporting to the Department;	
	IV.B.1.e.	A description of the roles and responsibilities for the vouchering outreach program to businesses; and	
	IV.B.1.f.	The budget and staffing for vouchering activities.	
	IV.C.	The Plan for Voucher Fee Remittances	
	IV.C.1.	As part of the application, each applicant must demonstrate that it will comply with all voucher fee regulations.	
	IV.C.1.a.	Record on each voucher application or on a separate log the date that the Enterprise Zone received the voucher application;	
	IV.C.1.b.	Assign to each voucher application a unique identifying number or code that incorporates the year of receipt (e.g., 20006001);	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	IV.C.1.c.	Maintain a log of all voucher applications received with information on the date of receipt, fees paid, applicant name, company name, and status (i.e., approved, denied, or pending);	
	IV.C.1.d.	Determine at the beginning of each month the number of voucher applications received the previous month by reconciling voucher applications to fees received; and	
	IV.C.1.e.	Process and submit to the Department by the 25 th day of each month all fees due for the voucher applications received in the previous month.	
	IV.C.2.	The Voucher Fee Remittance Plan shall also include a timeline for implementing the procedures and identify all of the staff positions that will process the voucher applications and the Monthly Remittance Form.	
	V.	Planning and Local Incentives (125 Points)	
	V.A.	The Plan for Planning and Local Incentives	
	V.A.1.	The plan to reduce fees for application area businesses, including development fees, license fees, and permit fees;	
	V.A.2.	An explanation of methods to be employed to reduce the administrative processing time required for plan reviews and permit applications for enterprise zone businesses;	

APPENDIX I

Economic Development Plan

Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	V.A.3.	An explanation of the land use plan, together with maps of the application area that forecast local zoning plans for the next five to ten years to ensure that the general plan and projected zoning plans are consistent with the Economic Development Plan;	
	V.A.4.	A description of the current activities and planned activities underway to transform neighborhoods, including the following: targeting of workforce training funds, coordination with school districts to improve educational performance in the enterprise zone, and coordination of services to assist residents of the enterprise zone to become more self-sufficient; and	
	V.A.5.	Any other applicant plans for local incentives for the application area, including but not limited to the provision or expansion of infrastructure, targeting of federal block grant monies, targeting of federal or state low-income housing or assistance monies, and the use of bonds.	
	V.B.	A plan to evaluate and describe the effectiveness of each local incentive offered to zone businesses.	
	VI.	Unemployment and Area Income Levels (100 Points)	
	VI.A.	Use Table 13 to list the following information on unemployment and area income levels:	
	VI.A.1.	Provide the per capita income for each census tract/block group in the proposed eligible area.	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	VI.A.2.	Provide the percentage of unemployment for each census tract/block group in the proposed eligible area.	
	VII.	Enterprise Zone Program Management Information (150 Points)	
	VII.A.	The Budget	
	VII.A.1.	Each applicant must describe the annual line-item budget and the source of funding that the applicant will commit for the administration of the proposed enterprise zone.	
	VII.A.2.	The annual budgets (dollars) for each agency or organization, other than the applicant, which has been identified above as providing marketing, job development, and other aspects of implementation of the Economic Development Plan.	
	VII.A.3.	Each participating partner shall also submit a resolution or other document that officially (1) commits its funding, in-kind resources and staffing to the zone for Year 1, and (2) acknowledges that its commitment is an annual commitment for the life of the zone.	
	VII.B.	The Vouchering Agent	
	VII.B.1.	Identify the Agent and Staff. Provide a copy of any resolution and/or agreement pertaining to non-Enterprise Zone agencies that will be vouchering.	
	VII.B.2.	Agency Agreement.	
	VII.C.	The Enterprise Zone Manager's Job Description	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	VII.C.1.	Each enterprise zone's governing body shall designate an enterprise zone manager, and shall notify the Department in writing of its designee. If the zone manager is not an employee, department, or agency of the city, county, or city and county in which the enterprise zone is located, the governing body shall enter into a written agreement with the zone manager requiring, at a minimum, compliance with state vouchering regulations and all other applicable enterprise zone requirements.	
	VII.C.2.	Each applicant must provide an officially adopted duty statement describing the responsibilities and tasks to be performed by the person responsible for administering the proposed enterprise zone. The job duty statement shall include the following elements:	
	VII.C.2.a.	Administration of the Enterprise Zone Program;	
	VII.C.2.b.	Administration of the vouchering policies, procedures and plan; and	
	VII.C.2.c.	Administration of an active marketing plan for the Enterprise Zone Program to the local businesses and communities in the enterprise zone.	
	VII.D.	An Organizational Chart	

APPENDIX I

Economic Development Plan Checklists

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	VII.D.1.	The organizational chart should show all persons, organizations and governmental and non-governmental partners involved in all aspects of the proposed enterprise zone, including marketing, job development, financing and administration, along with their reporting relationship to the enterprise zone.	
	VII.D.2.	The organizational chart should also define the zone manager's reporting relationship in the applicant's jurisdiction.	
	VII.D.3.	The organizational chart shall show staff by job title and not solely the agency or department identified as a general area.	
	VIII.	Infrastructure and Capital Improvement Plan (150 Points)	
	VIII.A.	In Table 14, the applicant shall provide an analysis and description of the condition and capacity to deliver service at the current peak level, and available peak capacity at the end of the planning period for the following:	
	VIII.A.1.	Water supply;	
	VIII.A.2.	Storm drainage;	
	VIII.A.3.	Sewers and waste treatment plant;	
	VIII.A.4.	Natural gas and electric;	
	VIII.A.5.	Streets and street lighting;	
	VIII.A.6.	Any other indicators of capacity, conditions and availability of the infrastructure within the industrial and/or commercial area; and	

APPENDIX I **Economic Development Plan** **Checklists**

Done?	Part	Requested Elements	Page Number(s) of Applicant Response*
	VIII.A.7.	All plans to expand or improve infrastructure including projected costs, financing and time tables for completion.	
	VIII.B.	The applicant shall attach one copy of the adopted Capital Improvement Plan, which identifies planned infrastructure improvements for a five-year period, which includes the years 2008 to 2010.	

APPENDIX J

Required Maps

State regulations and the Department require each applicant to submit maps of its proposed enterprise zone. To ensure that each applicant provides the appropriate maps, the Department has prepared the following table, which identifies the map, the required format, and the corresponding page number of the guidebook that describes the specific elements. Applicants should use this table to make certain that the Department receives a complete and accurate description of their proposed final boundaries.

Number	Title	Description	Format			Guidebook Reference Page
			Portable Document Format (PDF)	Shape File (GIS)	Color (Hard Copy)	
1.	Census Tract Map	Identifies the boundaries of the eligible area and the census tracts or census block groups contained within the eligible area.	X	X	X	4-3
2.	Proposed Boundary Map	The proposed boundaries of each element within the application area including: <ul style="list-style-type: none"> • Eligible area; • Commercial area; and/or • Industrial area • Street names 	X	X	X	4-4
3.	Land-Use Zoning Map	A zoning map for all land zoned commercial and industrial.			X	4-4
4.	Street Map	The proposed boundaries of the enterprise zone and the streets contained within the boundaries.	X	X	X	4-4